Dubbo Christian School Policy

FEE POLICY

RANGS Reference	-
Date of Last Review	21 Oct 2026
Board Approval Required	Yes
Owner	Business Manager

RATIONALE

1. GENERAL

1.1 The Dubbo Christian School community looks to God for the provision of funds to sustain its operation. These funds are provided through government grants, school fees, fundraising and donations. Individual families also trust God for His provision, enabling the payment of school fees to support the school for the benefit of the whole school community. The school community considers that prompt payment of agreed fees and charges is a foundational commitment on the part of parents to the school.

1.2 To ensure the proper functioning of Dubbo Christian School, realistic school fees which ensure the school's recurrent and long term sustainability in the areas of facilities maintenance, staffing and resourcing must be set. These fees are kept at the lowest possible level and, along with expenditure, are reviewed annually by the Board.

1.3 Subject to the conditions of the enrolment policy, the school aims to be available to all parents who genuinely wish to participate in Christian education, regardless of their economic circumstances. This policy contains several measures which enhance accessibility and affordability for families with several children, low income families, and families who find themselves in sudden changed financial circumstances.

1.4 As an expression of the school community's commitment to supporting and partnering with whole families in Christian schooling, fee structures will contain second and subsequent sibling discounts. The structure of these discounts will be determined by the Board, and reviewed from time to time.

1.5 To encourage and facilitate the enrolment of children of those in full or part-time paid ministry roles, the school provides a Clergy discount.

2. FEES AND CHARGES

2.1 A family bond of $200.00 (K-12) or $100.00 (Pebbles/Prep) per family is payable for the first child that a family is enrolling in the school. The bond should be paid before the student commences at school. This amount is held by the school until the last student from the family leaves the school. The refund is subject to all fees and other charges being paid, all

books and other equipment being returned in a condition acceptable to the school, and adequate notice being given of the termination of enrolment. If insufficient notice applies, the bond will be withheld, whether or not an insufficient notice charge of 10 weeks tuition is applied or waived. Refer 2.10 below; also Enrolment Policy and Terms of Enrolment.

2.2 Families are encouraged to view school fees as an annual commitment although fees are billed by Dubbo Christian School on a per term basis. Instalments are payable one term in advance and due on the first day of each term.

A range of alternative payment frequency options exist and are detailed in the annual Fee Information package. Each option presented is designed to ensure full fee payment by the end of the School year. Families may communicate their intentions via completion of the annual Fee Payment Commitment Form attached to the Fee Information package.

Payments made by credit card will be processed immediately through the Accounts Office. Dubbo Christian School does not store or record credit card holder data including via email. All bank account details provided by parents for Direct Debit payments or refunds, will be stored in a secure location.

2.3 Where fee payment causes undue hardship, alternative arrangements may be negotiated with the Board by contacting the Finance Department.

Alternative arrangements are divided into two categories:

2.3.1 Variation to a term in advance (as described in Section 2.2), i.e. full fees paid either weekly, fortnightly or monthly using Direct Debit or another suitable arrangement such as CentrePay.
2.3.2 Fee assistance, i.e. when a discount or reduction in fees is approved by the Board.

Parents in genuine financial need are encouraged to approach the Finance Department and discuss options, preferably before any debt begins to accumulate.

To provide for a fair allocation of available resources Fee assistance must be applied for on an annual basis. This is achieved by completing and submitting the **Application for Fee Assistance Form** by the advertised due date. Applications are also accepted to support a change in family circumstances or for a new enrolment later in the year.

Applicants are asked to complete a summary of their financial situation and undertake to abide by the conditions of this program which include a requirement that regular payment be made using Direct Debit or Centrepay.

2.4 When a family's financial circumstances change dramatically, consequently influencing their ability to pay agreed fees, they should contact the Finance Department to re-negotiate fee payment. Changed circumstances include either an improvement or deterioration in employment and other financial circumstances.

2.5 A textbook deposit is levied on each student at the commencement of their secondary studies. Students who fail to return textbooks or other equipment or who return materials with unacceptable damage over and above normal wear and tear will be billed accordingly. The textbook deposit is credited to the fees account when the student concerned obtains clearance from the school with respect to all items for which they have been responsible while at school.

2.6 Sporting charges, exercise books, equipment and excursions are incorporated into the fee structure.

2.7 Compulsory activities are planned for students as part of curriculum outcomes – for example: Year 9 Camp, Year 11 Hike, Primary Camps. Late withdrawals from these activities may incur a penalty without proof of exceptional circumstances.

2.8 From time to time, optional activities may be planned for students as a means of further enhancing the students' total educational and life experience. These activities may be arranged on a "user pays" basis. The Principal must approve all proposals for these activities, and may consult with the Board to determine their benefit and consistency with the school's values and vision.

2.9 Students who are ill or on holidays for part of a term will be expected to pay the full term's fees. Students whose enrolment commences partway through a term will pay fees on the number of weeks or part thereof they are enrolled in that term.

2.10 Year 12 students pay a full year's fees, although they may not attend classes for Term 4. Students continue to have full access to school resources during this period.

2.11 Ten (10) term weeks' notice in writing addressed to the Principal will be necessary if at any time parents choose to remove their child(ren) from the school. Parents will be charged for ten (10) term week's fees from the date of written notification if the termination date falls within that ten (10) term week period. This charge is payable within fourteen days of it being billed.

3. OUTSTANDING DEBT

3.1 It is the responsibility of parents to pay agreed fees on time. It is the responsibility of parents who may be experiencing difficulty paying agreed fees to make use of the assistance provisions included in this policy to manage their affairs with the school as necessary.

3.2 The school recognises its responsibility in assisting families to avoid accumulating debt, so has established a debt collection procedure to manage debts which remain outstanding. These procedures include reminder letters, time limits for action on the part of the debtor and the use by the school of debt collection agencies where required. The School Board may also resolve to use legal action to recover outstanding fees and associated costs. Ultimately, the Board may terminate enrolment of a student or students to avoid the uncontrolled escalation of the parent's debt.

Related Policies & Procedures	**Person Responsible**
Fee Management Procedures	Business Manager
Credit Card Usage Policy	Business Manager