Maitland Christian School
Arise Christian College
DO ALL FOR GOD'S GLORY

Maitland Christian School Limited

School Fees Policy and Procedures

DOCUMENT INFORMATION	
Section	Board and Governance
Document Purpose	To provide the conditions and terms for the setting and payment of fees for students at Maitland Christian School and Arise Christian College.
Policy Owner	MCSL Board
Applicable Sites	Maitland Christian School; Arise Christian College (MCS and ACC)

1. Purpose

Maitland Christian School Ltd is a Christian educational community, growing faith, character and abilities through teaching and learning excellence, in partnership with families and the Church. This policy provides guidelines for the setting, payment and management of school fees and related conditions for Maitland Christian School and Arise Christian College. Where circumstances are not addressed in this policy, the Executive Principal may determine the appropriate course of action.

2. Scope

This policy applies to the setting and payment of fees for enrolment applications and accepted enrolments at Maitland Christian School and Arise Christian College. It applies to prospective families, current families and relevant staff.

3. Policy Statement

3.1 Policy Aims and Features

Maitland Christian School and Arise Christian College aim to provide quality Christian education to their students. School/College operations are funded through fees charged to families and State and Commonwealth Government funding. This policy should be read in conjunction with the School/College's enrolment policy.

- The Board considers affordability and the short- and long-term sustainability of the School/College when setting fees.
- Fees are reviewed annually.
- Families are required to pay all agreed fees by the due date.
- Fees are not remitted in whole or part if a student is absent due to illness, leave or suspension.

3.2 Components of Fees

Maitland Christian School and Arise Christian College charge one all-inclusive fee for each student. This fee contributes to the cost of staff, curriculum delivery, resources, facilities, administration, business operations, school programs and standard year-level activities.

To ensure fairness for all families, some additional costs may apply to activities that are not undertaken by all students. Examples may include elective subjects, leadership opportunities, mission camps, and representative or off-site sport. Wherever possible, no-cost options will be provided for mission activities and off-site sport so that students are not excluded due to cost.

3.3 Payment of Fees

1. Fees are calculated for the full calendar year. The first fee statement of the year indicates the annual amount, and subsequent statements show the remaining balance.
2. Quarterly payments are due on the third Monday of each term.
3. Families may arrange smaller regular payments, such as weekly, fortnightly or monthly payments, with **Edstart**, our preferred payment platform. https://edstart.com.au/maitlandcs or 1300 139 445 / contact@edstart.com.au
4. Families remain responsible for ensuring fee payments are made by the due dates, whether payment is made directly or through **Edstart.**

3.4 Securing Offers of Enrolment

1. When a family is offered a position at the School/College, the position is secured by paying an enrolment bond of $500 for each of the first two children enrolled in the family. The maximum enrolment bond payable by a family is $1,000, and no additional bond is payable for a third or subsequent child. The enrolment bond will be held by the School/College as a refundable bond and will be refunded after the youngest child in that family has left the School/College, provided all outstanding fees and other amounts owing have been paid in full. The enrolment bond is not refundable if the child is withdrawn before the first day of school. If the offer is made within 30 days of the first day of attendance, payment is required by the first day of attendance.

2. When a student enrols during a term, fees for the remainder of the year are calculated proportionally.
3. If a family's application is successful but no place is available, the relevant child may be placed on the waiting list, and no payment is required until a place is offered.
4. Where an existing family has a sibling on a waiting list but is in fee arrears, the sibling application remains inactive until the fee arrears are addressed.

3.5 Discounts

We understand that school fees can represent a significant part of the family budget and that many families make substantial sacrifices to send their children to a Christian school.

Sibling discounts are available to families with more than one enrolled child, where applicable.

Sibling Discounts Schedule	
Category	**Discount**
2nd child	5%
3rd child	90%
4th and subsequent children	95%

There are no discounts available for children in Prep.

A Defence Force discount of 5% is available to families with a current full-time serving member of the Australian Defence Force. This is offered in addition to any applicable sibling discounts.

3.6 Fee Assistance

Fee assistance may be offered by the School/College in approved circumstances. Fee assistance is intended to support continuity of education where families are experiencing financial hardship.

Families experiencing financial hardship are encouraged to contact the School/College early to discuss available options.

1. Fee assistance will only be considered on receipt of a complete Fee Assistance Application, which includes supporting documentation.
2. Applications are assessed confidentially by the Finance Manager in consultation with the Head of Operations and/or Executive Principal, as delegated by the Board.
3. Fee assistance applies to the current year only. Families seeking fee assistance for subsequent years must submit a fresh application each year, with an update of their circumstances.

4. The Fee Assistance Application can be requested by emailing: mcsfees@maitlandcs.nsw.edu.au or accfees@arisecc.nsw.edu.au
5. Fee assistance is not available to students who have provided notice of withdrawal.

3.7 Withdrawal of Students

1. When a family wishes to withdraw a student, written notice of at least 10 school-term weeks must be provided to the School/College.
2. Where the required notice is not provided, the School/College will charge a pro-rated notice fee equivalent to the balance of the 10 school-term weeks' notice period.
3. Fee assistance is provided to support the continuity of Christian education and does not apply to notice fees. Families are encouraged to discuss any concerns with the School/College at the earliest opportunity so appropriate support can be considered.
4. Parents of Prep students who choose not to continue into Kindergarten are also subject to the notice requirements in this section.
5. This section does not apply to students completing Year 12, or students moving between Maitland Christian School and Arise Christian College.

4. Definitions

- **Parent** means the parent, guardian or carer who entered into the contract of enrolment with the School/College.
- **School/College** means Maitland Christian School or Arise Christian College, as applicable.
- **Student** means the student named in the contract of enrolment.

5. Related Documents

- MCSL Privacy Policy
- MCSL Enrolment Policy
- MCSL Enrolment Application Form
- MCS/ACC Fee Schedules
- MCS/ACC Fee Assistance Application

6. Source of Obligation

This policy supports the contractual terms agreed through enrolment.