Rissalah College

Fee collection policy

POLICY REVIEW

This Policy was approved on 6th July 2026 and will be reviewed at least every two years. The next due date for review is therefore 6th July 2028. Where any material change is deemed appropriate to be made to this Policy, it may be amended and submitted for review and approval at an earlier date.

Rationale/Purpose

Rissalah College strives to deliver the message of holistic education, coupled with universal human values, in order to create the best possible learning atmosphere for its students. As a private Islamic school, there is an obligation on the school to ensure that families who wish to have their children educated in their faith can do so without fear of prejudice on the grounds of financial concerns.

Rissalah College operates as a business. It enters into contracts with parents to provide a service and parents agree to pay fees for that service. This contract is the fundamental source of the obligations that the school has to its parents and that they have to the school.

There is also a recognition that the State and Commonwealth funding does not provide all the funds necessary to maintain the operation of the College. The College is dependent on the financial contributions of the families within the College to assist us in providing the best possible education for the students. There is an obligation on the part of families with children at Rissalah College to contribute to the cost of running the school. This financial obligation is in the form of 'College Fees'. In the interests of justice and equity for all members of the school community there is an expectation that all families will contribute to the collection of school fees.

The purpose of this document is to assist Rissalah College to:

- develop and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point both to those seeking enrolment and those responsible for enrolment at the school.
- facilitate consistency of approach and process.

College Fees
The term 'College Fees' refers to all tuition fees, levies and any other charges in relation to activities associated with the student attending the College.

Obligations
LEGAL – as required by:

- The Education (Accreditation of Non-Government Schools) Act (2001)
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- Contract Law

OTHER – alignment with the policies outlined in:

- The mission statement of Rissalah College
- Commonwealth and State funding programs for non-government schools

Responsibilities

Rissalah College
The College acknowledges that it has a responsibility to collect College fees owing by those families able to pay. The College will attempt to balance the need to collect College fees with the desire for charity and justice within the school community.

Parents/Caregivers
The person/persons enrolling the student in the College is responsible for the payment of the account in relation to fee payment.

Schedule of College Fees
A Schedule of College Fees will be provided to every parent/caregiver when they enrol their child at the College. These fees will be reviewed annually. For planning purposes, parents will be advised annually of the due dates for payment of fees. Payments not received by the due date are considered to be in arrears.

Please note that College fees are an annual fee paid in 4 termly increments irrespective of the length of each term as set out in the Rissalah College 2027 fee structure below.

- School fees for the upcoming term must be paid in full by the end of business on Friday of Week 8 of the current term. School fees for Term 1 must be paid in full by the end of business on Friday of Week 8 of Term 4 of the preceding year.
- **K-6 School Fees package** below **includes** textbooks, workbooks, technology fee (one to one iPad hire and internet bandwidth), online learning programs, arts & crafts materials, class resources, stationary pack (K-2 only) and the Arabic/Islamic Studies, English and Mathematics textbook packs, and NAPLAN fee, however, **excludes** excursions, incursions, special events, camps, swimming and sporting activities, unless approved by the Principal.
- **Year 7 – 12 School Fees package** below **includes** textbook hire fee**,** workbooks**,** a student diary, technology fee (one to one iPad or laptop hire and internet bandwidth), science and technology resources, class resources and supplies for non-elective subjects and NAPLAN/RoSA fee, however, **excludes** elective subject fees, excursions, incursions, special events, camps, swimming or sporting activities, unless approved by the Principal.

Year Group	Term 1*	Terms 2, 3 & 4	Annual Tuition Fee
Kindergarten – Year 2	$1,875	$875	**$4,500**
Years 3 – 6	$1,950	$950	**$4,800**
Years 7 – 8	$2,000	$1,000	**$5,000**
Years 9 – 10	$2,100	$1,100	**$5,400**
Year 11	$2,200	$1,200	**$5,800**
Year 12	$2600	$1600 (Terms 2 and 3 only)	**$5800**

*** Term 1 fees include:** Tuition Fee, Education Levy ($500) and Building Levy ($500) annually.

Procedures for the payment of College Fees

- The College's preferred payment method is Direct Deposit/Net banking. The College's current bank details are:

  Bank: Commonwealth Bank
  BSB: 062000
  Account Number: 20981148
  Reference: Please use your invoice number, parent code, or your eldest child's full name so that your payment can be allocated correctly.

- The School Office does **NOT** accept cash payments for school fees. Cash payments can be made at a Commonwealth branch and deposited into the bank account listed above. The invoice number or parent code should be used as a reference so that the payment can be applied to the fee invoice correctly. **The receipt should be kept as evidence and emailed to accounts receivable.**
- The **School office will still accept EFTPOS/Credit Card payments between the hours of 8am-12pm.** However, payments by phone are preferred.
- College Fees for the upcoming term must be paid in full by the end of business on Friday of Week 8 of the current term. School fees for Term 1 must be paid in full by the end of business on Friday of Week 5 of Term 4 of the preceding year.
- A 2% discount will be applied for each child in the family enrolled, provided that all school fees for the **upcoming term are paid in full by the end of business on Friday of Week 8 of the current term and for Term 1 must be paid in full by the end of business on Friday of Week 5 of Term 4 of the preceding year.** If fees and charges for the upcoming term are not paid in full by the end of business on Friday of Week 8 of the current term or for Term 1 by Week 5 of Term 4 of the preceding year, the 2% discount will be forfeited, and full fees will be charged for each child.
- Families who choose to pay their annual tuition fees in full prior to the commencement of Term 1 will receive a 10% discount on tuition fees. This discount applies to tuition fees and does not apply to Education Levy, Building Levy or any other compulsory charges.
- The Annual Fee Discount and Sibling Discount cannot be combined. (Either the 10% Annual Fee Discount or the 2% Sibling Discount applies
- If fees and charges for the upcoming term are not paid in full by the end of business on Friday of Week 8 of the current term and for Term 1 by the end of business on Friday of Week 5 of Term 4 of the preceding year, the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements, including the new agreed due date, may result in the enrolment of the Student being terminated without further notice.

The Collection of Fees

The administrative process for the collection of fees:

Eftpos fees may be paid at the front desk where the accounts receivable clerk will:
1. Place the EFTPOS receipt in an envelope with the name of the student clearly indicated on the envelope.
2. Enter the details of individual payments into Xero.
3. A receipt will be issued, and a copy will be emailed to the parent/carer.

Online/Netbanking payments that are paid into the above-mentioned Commonwealth account are processed by the Accounts receivable Clerk who will:
1. Enter the details of individual payments into Xero.
2. A receipt will be issued, and a copy will be emailed to the parent/carer.

Late Payment and Non-Payment of College Fees

- College Fees for the upcoming term must be paid in full by the end of business on Friday of Week 8 of the current term. School fees for Term 1 must be paid in full by the end of business on Friday of Week 8 of Term 4 of the preceding year. Any extension of times must be applied for in writing and written approval granted by the Principal before commencement of arrangement.
- Any payment plans agreed upon by the Principal must be finalised by the agreed due date. Failure to do so, may result in cancellation of the Student's enrolment at the College. Any amounts outstanding after the agreed term, will be forwarded directly to a Debt Collector.
- Where fees and charges for a student are not paid by Week 8 of the previous term, a warning email will be sent to parents/caregivers and a phone call will be made on Monday of Week 9 informing them that their child's enrolment is in jeopardy if the school fees are not paid by end of Business Friday of Week 9.
- If Fees and Charges have not been finalised by Friday of Week 9 (the previous term), parents/caregivers will receive a phone call, email and letter through registered post informing them that their child's enrolment has been terminated, effective immediately.

Elective Subject Fee Policy

- Stage 5 elective subject fees must be paid in full on or before Friday of Week 8, Term 4, the preceding year.
  If elective subject fees are not finalised by this time, the Student's enrolment in the elective subject will be withdrawn. As a result, the student will not be eligible to receive a RoSA (Record of School Achievement) in that subject.

Extension of Time (Electives)

- Any request for an extension of time must be submitted in writing and can only be approved in writing by the Principal. The arrangement must be in place before the payment due date.

- Payment plans approved by the Principal must be adhered to and finalised by the agreed due date. Failure to meet the terms of the payment plan may result in:
    - Cancellation of the student's enrolment in the elective subject/s. As a result, the student will not be eligible to receive a RoSA (Record of School Achievement) in that subject/s.
    - Any outstanding amounts being forwarded directly to a Debt Collector.

Fee Collection Procedure (Electives)

- If fees are not paid by Friday of Week 8, Term 4, the preceding year, a warning email will be sent to the parent/caregiver, advising that the Student's enrolment in the elective subject/s is at risk.
- If fees remain unpaid by Friday of Week 9, the following actions will be taken:
    - Parents/caregivers will receive a phone call, email, and a letter via registered post.
    - Communication will notify them that the student has been withdrawn from the elective subject/s, effective immediately, and the student will not be eligible to receive a RoSA (Record of School Achievement) in that subject.

Late Payment Procedures:

Fees Due	College Fees for the upcoming term must be paid in full by the end of business on Friday of Week 8 of the current term. School fees for Term 1 must be paid in full by the end of business on Friday of Week 8 of Term 4 of the preceding year.
Notice	If fees and charges for the upcoming term are not paid by the due date stipulated in this Policy, or by the end of business on Friday of Week 8 of Term 4 of the preceding year for Term 1 fees, a warning email will be sent to parents/carers and a telephone call will be made on Monday of Week 9 of the current term (or Monday of Week 9 of Term 4 for Term 1 fees), advising that their child's enrolment at the College may be at risk if payment is not received by the end of business on Friday of Week 9 of the current term (or Friday of Week 9 of Term 4 for Term 1 fees).
Termination	If fees and charges for the upcoming term have not been paid in full by the end of business on Friday of Week 9 of the current term, or by the end of business on Friday of Week 9 of Term 4 of the preceding year for Term 1 fees, parents/carers will receive a telephone call, email and registered letter advising that their child's enrolment at the College has been terminated with immediate effect.