

School Fee Policy - Notice Period and Exceptions

Policy Statement

This policy outlines the School's requirements for fees to be paid in lieu of notice when a student is withdrawn from the School. Parents or guardians are required to provide a minimum of 10 weeks' notice (or one full school term). Exceptions to this rule may be granted in the case of significant student wellbeing issues. In such exceptional circumstances, approval for fee reduction or waiver can only be granted by the Principal and the Board must be informed.

Scope

This policy applies to all students enrolled in Georges River Grammar, their parents, or legal guardians.

Notice Period and Fees

The School operates on a carefully budgeted financial plan, ensuring that we can maintain the highest standard of education for all our students. Fees collected are pivotal in covering the fixed costs associated with the employment of our staff, facility maintenance, utilities, and various educational resources. Waiving fees on short notice would compromise our ability to meet these obligations and could adversely impact the quality of education and services provided. Consequently, we cannot accommodate requests to waive fees on short notice due to these financial commitments and our commitment to ensuring consistent, high-quality education.

Parents or guardians are required to give a minimum of 10 weeks' notice (or one full school term) when withdrawing a student from Georges River Grammar.

In the absence of the 10 weeks' notice, parents or guardians will be responsible for the payment of tuition and related fees equivalent to 10 weeks of education from the date of formal notice provided to the School.

If parents or guardians provide at least one term's notice (as defined by the school calendar), they will not be liable for additional fees in lieu of notice.

Exceptions

In cases where a student's withdrawal is necessitated by significant wellbeing issues, the School may consider exceptions to the standard notice period and fees.

Significant wellbeing issues are defined as those that significantly affect the mental, emotional, or physical health and safety of the student or their peers. However, for this exception to be granted, it is expected that the School has prior knowledge and understanding of such wellbeing issues in the lead up to the request for waived fees and that all school strategies to support the student in managing these wellbeing issues have been exhausted. Inherent to this would be evidence of proactive engagement of the family working with the School to assist to assist their child overcoming identified wellbeing issues prior to notice being provided.

The Principal, in consultation with the School's relevant authorities (for example, Director of Student Wellbeing and relevant Head of School), will assess each request for exception on a case-by-case basis.

Fees may also be waived in cases whereby the School deems it in the best interest of the School that the student leave as soon as possible.

Additionally, upon the announcement of our annual fees increase, parents are granted a one-month grace period during which they may choose to withdraw their child without incurring any fees in notice. This is to ensure that families have adequate time to assess their financial standing and make informed decisions about their child's continued enrolment without any undue financial burdens. We strive to maintain transparency and fairness in all our financial dealings and hope this policy reflects our commitment to the well-being of our school community.

Application for Exception

Parents or guardians seeking an exception to the standard notice period and fees must submit a formal request to the Principal in writing.

The request must include:

- a. Detailed information about the significant wellbeing issue that necessitates the student's withdrawal.
- b. Relevant supporting documentation or reports, such as medical certificates or psychological assessments, as applicable.
- c. Proposed withdrawal date and justification for the requested timing.

The Principal will evaluate the request and communicate the decision to the parents or guardians.

Board Notification

If an exception is granted, the Principal will inform the Board of the School about the decision.

The Board will maintain records of all exceptions granted and monitor the impact of such exceptions on the School's finances.

Policy Review

This policy will be reviewed periodically to ensure its effectiveness and compliance with the School's mission and objectives. Any proposed amendments will be subject to the approval of the Board.

This policy is intended to provide clarity and fairness in financial matters related to student withdrawals and exceptions. It ensures that the School can continue to provide high-quality education and support to all students while accommodating exceptional circumstances.