

### 1.0 INTRODUCTION

Thank you for considering Autism Queensland (AQ) School for your child's educational journey. This document outlines the financial responsibilities of parents and guardians, the fee structure, payment options, and policies relating to enrolment, extended leave and student withdrawal.

We are an independent school, committed to providing a high-quality, personalised education to autistic children. Our ability to deliver this unique education service is dependent on the payment of school fees.

Please read this document carefully to ensure you understand your obligations.

### 2.0 FEE SCHEDULE

#### 2.1 Tuition Fees

- Annual tuition fees will be confirmed and shared with families by December of the preceding school year. Fees will be published in the School Handbook, provided during enrolment interviews and upon request.

#### 2.2 Other Fees

- **Administration Fee:** A **non-refundable** fee of \$200 will be charged to process an Expression of Interest.
- **Enrolment Deposit:** A **refundable** Enrolment Deposit of \$1000 per child is required to confirm a child's enrolment offer. This deposit is held as a bond and is refundable to the payee at the end of the child's enrolment, provided all conditions are met.

#### 2.3 Fee Discounts

- **Early Bird Discount:** A 3.5% discount is offered for full payment of the total term fee by the early payment due date, as noted on the invoice.
  - This discount is not available to families who utilize Edstart for fee payments.
- **Sibling Discount:** A 10% discount applies to combined school fees each term for families with more than one child enrolled at AQ School.

### 3.0 PAYMENT TERMS

#### 3.1 Annual Payment

- School fees can be paid in full at the start of the school year for convenience and financial planning.

#### 3.2 Term Payments

- School fees are invoiced termly during the school holidays preceding each term. A total of four (4) invoices will be issued across the year.

#### 3.3 Accepted Payment Methods

- Direct Deposit
- Credit Card
- BPAY

*As per National Disability Insurance Agency (NDIA) guidelines, NDIS funds cannot be used to pay for school fees, administration fees, or enrolment deposits.*

### **3.4 Due Dates**

- Fees must be paid within 14 days of the invoice date to receive any Early Bird discount.
- Fees paid after 14 days, but before 21 days, after the invoice date are payable in full.

### **3.5 Payment Plans**

AQ has partnered with Edstart to offer families weekly, fortnightly or monthly payment plans at no extra cost. Contact Edstart directly to set up a payment plan that suits your needs. *Pay your fees at Autism Queensland with Edstart*

### **3.6 Overdue Payments**

- Fees are considered overdue 21 days after the date of the invoice unless an extension is approved by the Financial Controller or Principal.
- Overdue accounts will receive weekly reminders via email or phone.
- Accounts may be referred to an external collection agency if unresolved after two follow-up communications.
- Fees paid via Edstart are managed according to their terms and conditions.

## **4.0 ENROLMENT DEPOSITS**

- Families are required to pay an Enrolment Deposit of \$1000 per child, to secure enrolment once it has been offered.
- This deposit is held as a bond and is refundable to the payee at the end of the child's enrolment, provided all financial obligations have been met.

## **5.0 WITHDRAWAL OF ENROLMENT**

Parents and guardians can conclude or withdraw their child's enrolment at any time; however, the following conditions must be met for the enrolment deposit to be refunded to the payee:

- **Written Notice:** Notice of withdrawal of enrolment must be provided to the Principal in writing.
- **Notice Period:** One (1) full term's notice is required to end enrolment. Once a student commences a school term, full fees are payable for that term.
- **Transition planning:** Parents/guardians should provide as much notice as possible to facilitate transition planning for the student.
- **Outstanding Fees:** Any outstanding fees must be paid, and any credits in excess of fees owed will be refunded.

## **6.0 EXTENDED LEAVE**

Families planning extended leave must provide written notice to the Principal.

- Full fees are payable for the term in which extended leave is taken.
- Extended leave is not granted for students transitioning out of AQ School.

## **7.0 FINANCIAL HARDSHIP**

Autism Queensland can support families experiencing financial hardship. If you are experiencing financial hardship, please contact the school as soon as possible to discuss options. Flexible payment arrangements or support may be available on a case-by-case basis.

### 8.0 RESPONSIBILITIES

#### 8.1 School Responsibilities

AQ School will:

- Provide clear, timely information about fee schedules, due dates, and payment options.
- Issue invoices during the holidays preceding each term.
- Follow up on overdue accounts and offer options for families experiencing financial difficulty.

#### 8.2 Parent/Guardian Responsibilities

The Parent/Guardian will:

- Pay tuition and associated fees as outlined in this policy.
- Notify AQ promptly of any changes to financial responsibility.
- Provide required notice for withdrawal or extended leave.

### 9.0 CONTACT INFORMATION

**For all fee-related inquiries, please contact the School Finance Team:**

- Email: [accounts.aq@autismqld.com.au](mailto:accounts.aq@autismqld.com.au)
- Phone: (07) 3273 0000

### 10.0 TERMS AND CONDITIONS

This policy is subject to change. Any updates will be communicated to parents and guardians in a timely manner.

Thank you for choosing Autism Queensland School. We look forward to working together to support your child's education and development.

### 11.0 RELATED DOCUMENTS

Discontinuation or Suspension of Services Policy and Procedure

Document Name	Autism Queensland School Fees Policy 2025		Document Type	Policy	
Document Approver	Chief Executive Officer		Version	V 1.0	
Date Created	November 2024	Date Published	November 2024	Next Review Date	November 2025