



## POLICY STATEMENT

### PAYMENT OF SCHOOL FEES FOR STUDENT ABSENCES

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#### 1. Introduction

From time to time the school is asked to grant a student leave of absence. The student's position at the school can be held for their return. The school may provide additional course material and learning support to assist the student in taking the leave.

#### 2. Student Exchange

- 2.1 If the student is undertaking an exchange through an accepted agency, no school fees are required while the student is away, in accordance with normal student exchange arrangements.
- 2.2 Similarly, students from overseas who attend Hillbrook on exchange through an accepted agency are exempt from tuition fees, but not excursion costs and some camp fees and levies.

#### 3. Short Term Absence of up to 1 Term

Parents must pay tuition fees for the whole term where the student is absent for part of the term.

#### 4. Long Term Absence

- 4.1 The key principles of this policy are:
  - Support for families if the move is occurring due to occupational or career imperatives;
  - Commitment of school resources;
  - Forward budgeting; Choice or control of the situation by the family;
  - Eligibility for government funding in the February (State) and August (Commonwealth) census returns;
  - Whether another student is being denied a place during the absence;
  - Compassion and goodwill;
  - The normal expectation of a term's notice or a term's fees in lieu would apply, taking into account the loss of Government funding.



#### **4.2 For Absences of more than 1 Term:**

In order to hold a student's place parents must pay 50 % of the tuition fee for the period of absence (pro-rata calculation will apply if absence includes part of a term).

In addition parents must pay an additional \$3,000 if the student is unable to be included in the School's census data due to the period of absence. If the student cannot be included in the both the State and Commonwealth Census returns an additional \$5,000 must be paid.

Census dates are usually in February and August.

- 4.3** If the school is not keeping a place for the student, the family will not be asked to pay a holding fee and the student will be placed at the top of the waiting list for that year group. Your place will be available to another student where they can commence during the period of absence.

#### **5. Requests for a Deferment of a Student's Commencement at the School**

Families who request a deferment of more than 1 term to their starting date at the school, will need to pay fees in order for the student's place to be held. For example, families working inter-state or overseas may have their contracts extended and the school is happy to support families in these circumstances subject to the following conditions.

- 5.1** The amount of tuition fees payable will be calculated in accordance with the period of absence and therefore the provisions of clause 3 and clause 4.2 apply.
- 5.2** Where there are places available for the year of entry, parents may elect not to pay a holding fee. However if an application for a place is received that would fill the deferred place, parents must then pay 75% of tuition fees for the whole period of absence including the additional Government funding contribution outlined in accordance with Clause 4.2.

#### **6. Compassionate Circumstances**

The school leadership team may judge a particular situation to be a special case due to compassionate grounds. In such a case advice may be sought from the School Council before taking a decision to vary from the policy.