

## ACLAND HOUSE

### FEES

#### Rationale

**Fees determine the financial viability of Acland House.**

#### Purpose

To provide consistent procedures for the management of hostel fees.

#### Guidelines

1. To ensure maximum occupancy and hence the financial viability of the hostel, the Board of Trustees accepts a minimum of 20 students at Year 9.
2. Fees charged are designed to cover costs, including depreciation.
3. An Operations Budget is set in Term 3 for the following year.
4. All new entrants pay a non-refundable deposit upon acceptance.
5. Before the beginning of Term 4 the school Executive Officer notifies parents of the fees payable for the following year.
6. All fees are charged monthly over ten months from February to November.
7. Fees paid in full for the whole year incur a 4% discount.
8. Except in exceptional circumstances boarders are not re-admitted to the hostel unless the previous fees are paid.
9. Any parent wishing to remove a daughter from the hostel must give at least a term's written notice of their intention or a full ten week's fees will be charged.
10. Responsibility for administration of the fees lies with the Board and its delegated agent.

Responsibility: Acland Committee

Date: July 2016

Review: July 2018

Policy: Acland/ Fees