

FEES POLICY

PURPOSE

The purpose of this policy is to outline the College's procedures for the collection of fees from the students' parents/guardians.

REFERENCES

Enrolment Agreement

DEFINITIONS

College Fees: All fees associated with the core education of students, this includes both a tuition and non-tuition component covering camps, excursions, previous technology levies, subject levies, sports levies etc.

Parents/guardians: Those legally responsible for the enrolled student who have signed the enrolment agreement.

POLICY STATEMENT

General

- College fees are set by the College Board on the recommendation of the Finance Committee and are based on budgetary estimates for the following year.
- College fee statements are issued in advance of each term and fees are due and payable in full by Friday of Week 2.
- Fees for students starting mid-term are due in full within 2 weeks of the students start date.

Fees and Bonds

- A non-refundable **Application Fee** is payable upon Submission of the Application for Enrolment. This is a per-student fee.
- An **Enrolment Fee** is payable upon acceptance of enrolment and must be paid in full to confirm a students' position at the College. This fee includes a 50% refundable Bond portion and decreases based on the number of students from one family enrolled at the College. Bonds are only refundable when a student leaves the College and the fee account is paid in full.
- An **All-inclusive Fee** is charged each term. This fee includes a tuition component and a non-tuition component that includes camps (with the exception of Year 9), textbook hire, excursions, curricular sport & performing arts, student accident insurance and student travel insurance.
- The **Year 9 Sydney/Canberra Trip Fee** is an additional, compulsory fee for Year 9 students.
- A **Textbook Bond** is a once off refundable fee for all Secondary students.
- A **Locker Bond** is a once off refundable fee for all Secondary students.

Discounts

- All discounts are applied to the tuition component of the all-inclusive fee.
- Discounts for other charges may be granted at the discretion of the Principal and in line with the College's Scholarship and Bursary Program.
- **Staff Discounts** are offered according to the College's Enterprise Agreement.
- **Sibling Discounts** are available for genuine siblings including blended families. Siblings will usually be part of the same household.
- Second sibling receives a 10% discount; Third sibling receives a 20% discount; Forth and subsequent siblings receive a 100% discount.
- An **Annual Discount** is available when all fees and charges are paid in full by the second Friday of Term 1.
- A **Term Discount** is available when all fees and charges are paid in full by the second Friday of the Term and there are no outstanding balances from previous terms.

Responsibility of Payment

- The person(s) responsible for payment of the account are the parent(s)/guardian(s) listed on the Enrolment Agreement. They are both jointly and severally liable for payment.
- Where the College receives written notification, signed by all person(s) listed on the Enrolment Agreement, agreeing to a third party or only one of the listed parties to pay the fee account, this does not limit their financial obligations. All payment arrangements of this nature are considered private agreements and the College will continue to direct invoice/statements or any other financial correspondence to the parties listed on the Enrolment Agreement.

Overdue Fees

- In fairness to those parents/guardians who pay School Fees on time it is unreasonable for families to ignore fee accounts or fail to contact the College promptly.
- Failure to pay fees by the due date will result in an administration fee of \$75 being added to the family account. This fee will be applied if no response is received from the first overdue notice.
- If a monthly/fortnightly/weekly payment plan defaults it will result in all fees being due immediately and the administration fee will apply.
- **Students will not be permitted to commence a new term while all or part of the previous term's fees remain unpaid, unless a formal payment agreement is in place.**
- Default in payment of fees and other charges may result in the account being passed to a Debt Collection agency. In this instance, the parents/guardians will be liable for all the costs associated with Debt Collection/legal proceedings.
- The College further reserves the right to reverse fee rebates, concessions, scholarships and bursaries as well as withdraw the enrolment of students should the account remain unpaid.
- **Parents/guardians are not permitted to enrol their student(s) in any co-curricular activities (eg sports, performing arts, trips or tours) whilst fees and charges remain outstanding from previous terms, unless a formal payment agreement is in place.**

Financial Hardship

- The College needs to be informed immediately in circumstances of financial hardship so that considerations may be made.
- Parents/guardians can complete a Bursary Application form to apply for special financial consideration.
- Bursary Applications are reviewed every year and all applications for the following year but be received by the end of week 6 of Term 4.
- The Bursary Application form includes disclosure of family financial information, this will be kept confidential by the College.

Early Departure

- Should a student depart the College prior to the completion of Year 12 one full term's notice must be given in writing to the College Registrar.
- If the required notice is not received, one term's All-Inclusive fee will be charged in lieu of notice.

Changes to Circumstances

- Parents/guardians must inform the College Registrar in writing if there is a change in their relationship with each other since signed the enrolment form (eg Divorce or separation).
- A parent/guardian cannot elect to remove him or herself from the enrolment contract without the College's and the other parent/guardians consent.
- If a request for change in the responsibility for enrolment has been agreed to, a new enrolment form will be required. This will only change the responsibility going forward, unless agreed to by all parties.
- All information given will be kept confidential by the College.

Policy Owner | Chief Operating Officer