



## SCHOOL FEES POLICY

### Introduction

For the purpose of this policy '**Parents**' means a natural or adoptive parent/s of a child, the legal guardian/s of a child or any other person/s who have assumed responsibility for a child and for the payment of Fees and Levies relating to a current student, prospective student or past student.

### Values

The values, which inform this policy, are:

- Justice
- Equality
- Trust
- Commitment to those with special needs
- Concern for the pastoral wellbeing of all
- Promotion of community

### About College Fees

- Penola Catholic College's income is received from Government grants, College Fees and Fundraising by the College community.
- The level of Fees charged must be sufficient to support the educational program of the College.
- The College Board are responsible for setting the College Fees and will be sensitive to the financial constraints upon families wishing to send their children to Penola Catholic College.

### Policy

This Policy must be interpreted in the light of the Penola Catholic College Vision and Mission Statement and read in conjunction with the Enrolment Policy. Therefore, in implementing this Policy, the College Principal and the College Board have a degree of discretion.

- An Annual all-inclusive Tuition Fee and a compulsory Building Fund contribution will be charged for each student enrolled at Penola Catholic College. However, at the senior level of the College, the possibility of an additional Levy for certain subjects will be considered at the time of setting the Annual Budget. At the time of Enrolment, families will be made aware of the College Fee Policy, which will be available on the College Website.
- The level of College Fees will be reviewed annually by the College Board, taking into account the financial needs of the College and the ability of the College community to meet these Fees.
- A family concession will be granted to all families who have two or more students enrolled at Penola Catholic College.
- It is expected that payment of College Fees will be viewed as a priority by our families.
- Parents need to be aware that it is not appropriate for students whose Fees are in arrears to participate in extra-curricular activities (eg music tuition, overseas tours, outdoor education etc)
- The College has the right to pursue outstanding monies and will undertake whatever steps are necessary to ascertain the family's ability to meet the debt and then if necessary, and with the College Board's approval, take legal steps to recover the money owed to the College.
- In certain circumstances the College will require parents to pay Fees in advance.
- Fee concessions will be considered for families facing genuine Financial Hardship but there is an expectation that a minimum contribution would be made by all. Fee remissions are reviewed annually.

The College Principal, assisted by the Business Manager, is authorised to grant College Fee concessions. The number and level of such remissions shall be reported to the College Board but the names of families receiving such remissions shall be confidential to the Principal, Business Manager and Chairperson of the College Board, unless in an extraordinary circumstance the College Board determines otherwise. Parents need to be aware it is not appropriate for students who are in receipt of Fee concessions to participate in extra-curricular activities, eg music tuition, overseas tours etc.

- Normally, eligibility for Fee concession would be formally sought with adequate supporting financial information and documentation. However, in some circumstances, it may be appropriate for the College to take the initiative to offer a Fee concession, eg sudden death of family breadwinner.
- Access is not denied to students because of an inability to pay College Fees.
- Due consideration will be given to CECV and Archdiocesan Policies relating to College Fees.

## **Procedures**

### **Fees**

- A Tuition Fee will be charged for each student enrolled at the College.
- Tuition Fees will be set by the College Board in November of each year for the following College year.

- Once set Tuition Fees will not be altered during the year in which they apply.
- Parents will be notified in the College newsletter in December the amount set for Tuition Fees for the following year.

### **Levies**

- A compulsory Building Fund contribution will be charged for each student enrolled at the College.
- The compulsory Building Fund contribution will be set by the College Board in November of each year for the following College year.
- Once set the compulsory Building Fund contribution will not be altered during the year in which they apply.
- Parents will be notified in the College newsletter in December the amount set for the compulsory Building Fund contribution for the following year.
- Parents will remain liable to cover the costs of uniforms, booklist items and digital resources (electronic books). Parents may be required to purchase materials for elective subjects for individual projects during the year.
- Levies relating to non-compulsory activities may be charged throughout the year.
- Where a student is enrolled in VET/VCAL subject/s conducted by an external institution, the College may pass on a small charge for the course. This is dependent on government funding.

### **Discounts – Multiple Concurrent Enrolments**

- A discount of 10% on **Tuition Fee** applies for the second child.
- A discount of 50% on **Tuition Fee** applies for the third child.
- A discount of 100% on **Tuition Fee** applies for the fourth, and any additional child/ren.
- The College Board will nominate a maximum tuition fee annually which will be advertised in the newsletter in the prior year when the College fees are advertised.

### **Payment of Fees and Levies**

- By signing the Fee Paying Arrangement form each signatory agrees that they are both jointly and severally responsible for the timely payment of all Fees and Levies charged during the enrolment of their child/ren at the College.
- Where a Fee Paying Arrangement form has not been received by the College responsibility for payment of all Fees and Levies charged during the enrolment of their child/ren at the College will be as indicated on the Application for Enrolment. By having signed the Application for Enrolment each signatory agreed that they are both jointly and severally responsible for the timely payment of all Fees and Levies charged during the enrolment of their child/ren at the College.
- Where parent circumstances change and a change in the responsibility for the payment of future Fees and Levies occurs;

- The College must be notified in writing, using the College 'Split-Payment Authority Form' which has been signed by each party responsible for the payment of past and/or future Fees and Levies.
- The effective date of this change must be clearly stated.
- The change in responsibility for future Fees and Levies will come into effect upon the acceptance of the change, as stated in 4.3.1 and 4.3.2, by the College Principal or Business Manager.
- Where past Fees and Levies are outstanding, other than as a result of a Court Order of which the College is party to, the acceptance of Split-Payment Authority Form does not remove the right of the College to seek payment from any party who was responsible for the payment of Fees and Levies at the time the charge was incurred.
- The College reserves the right to pursue the payment of any outstanding Fees and Levies through alternative means, including accounts being handed to a collection agency.
- Where there are no current students at the College any outstanding Fees and Levies are due and payable by the parties responsible.

### **Enrolment Application Fee**

- The College will charge an Enrolment Application Fee at the time an Enrolment Application is submitted.
- The amount of the Enrolment Application Fee (less the Administration cost) will be credited against the Tuition Fees upon the student commencing at the College.
- Enrolment Application Fees paid to the College are non-refundable.

### **Acceptance Fee**

- The College will charge an Acceptance Fee at the time an Offer of Enrolment is accepted.
- The amount of the Enrolment Fee (less the cost of locker padlocks) will be credited against the Tuition Fees upon the student commencing at the College.
- Acceptance Fees paid to the College are non-refundable.

### **Re-enrolment Fee**

- An annual Re-Enrolment Fee will be charged for each student in Years 7 - 11 in August each year.
- The amount of the Re-Enrolment Fee will be credited against the following year's Tuition Fees upon the student recommencing at the College the following year.
- An annual Re-Enrolment Form will be sent to parents in August each year. This form will be required to be returned to the College, with payment of Re-Enrolment Fee, no later than the start of term four for each student enrolled in Years 7 – 11 of the current year.
- Re-Enrolment Fees are non-refundable.

### **Special Circumstances – Financial Hardship**

- Any family experiencing genuine Financial Hardship are advised to contact the Fee Collection Officer. A confidential interview will be arranged with the parents. This interview will take place at the Broadmeadows Campus, Administration building.
- If a family seeks and subsequently receives support for Financial Hardship from the College it is not appropriate for their child/ren to participate in extra-curricular activities, which incur an additional cost.
- Assistance is granted on an Annual basis.
- Should a family wish to apply for Financial Hardship assistance for a subsequent year they will be required to make an appointment for an interview at the commencement of the College year. The college may require documentation such as proof of earnings or the last years Assessment of Income.
- If there is any change to a family's financial circumstances at any time during the College year they are required to make an appointment to discuss this with the Fee Collection Officer.
- If the College becomes aware of any change to financial circumstances at any time during the College year, the College reserves the right to review/revoke assistance provided to the family by the College.