

# St Aloysius College Fee Policy



*The following policy has been written with respect to the guiding principles of the St Aloysius College Mission Statement and Mercy Values.*

*St Aloysius College is a Child Safe School that acknowledges the duty of care owed to students. We commit to ensuring the safety and wellbeing of the children and young people in our care.*

As a Catholic school and a Ministry of Mercy Education Limited, St Aloysius College is committed to ensure its long-term educational effectiveness and financial viability in ways that reflect the philosophy, mission and goals of Catholic education and the Sisters of Mercy. St Aloysius College is a Child Safe School committed to ensuring the safety and wellbeing of the children and young people in our care.

This policy outlines the principles that underpin St Aloysius College approach to the setting and collection of fees. It also outlines procedures pertaining to annual fee schedules, accounts, payment options, fee concessions, and the recovery of unpaid fees.

The policy has particular relevance to St Aloysius College parent community and to prospective parents who are considering enrolling their child at St Aloysius College.

This Policy is to be read in conjunction with [CEM Policy 2.27 – School Fees](#) and the [St Aloysius College Enrolment Policy](#).

It is the policy of St Aloysius College to charge fees and levies to parents on an Annual basis. The payment terms are detailed in the “Fee Payment Options Form XXXX” issued each year, with payment due:

1. 50% by the end of Term 1
2. 50% by the end of Term 3

## **Definitions:**

For the purpose of this policy:

- **“Parents”** means a natural or adoptive parent or parents of a child, the legal guardian or guardians of a child or any other person/persons 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.
- **“Fees”** means “Global Fees”
- **“Global Fees”** means Tuition Fees and Levies
- **“Invoice”** means the Annual invoice issued in December prior to the Start of the School Year
- **“Extra-Curricular Activities”** means any voluntary activities undertaken by Students



## 1. Fees

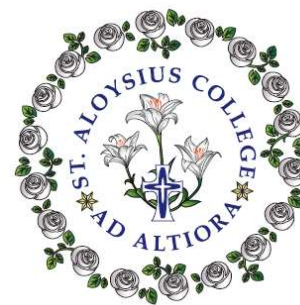
- 1.1. The College charges a Global fee incorporating Tuition Fees and Levies. These charges will be issued as an Annual invoice in the December prior to the commencement of the School Year.
- 1.2. Fees will be charged in regard to each student enrolled at the College.
- 1.3. Fees will be set by the College Principal and Business Manager and authorised by the College Advisory Board by the end of June of each year for the following school year.
- 1.4. Once set, Fees will not be altered during the year in which they apply except for extraordinary circumstances.
- 1.5. Parents will receive the annual “Fee Summary Schedule” each July providing written confirmation of the amount of Fees for the following year together with draft terms relating to included services and a payment option form for completion prior to issuance of the invoice for the first instalment for the following year’s charges.
- 1.6. Where the Payment option form is not expressly completed and returned the College will continue taking payments using the existing arrangements as previously agreed.
- 1.7. Parents will receive the final “Fee Summary Schedule” in early December each year detailing final terms together with the invoice/statement for the first instalment of the following year’s Fees, a copy of the Fee Policy and a copy of the ICT policy.

## 2. Tuition Fees

- 2.1. Tuition Fees are calculated at 80% of the Global Fee
- 2.2. Tuition Fees cover the face to face and remote delivery of curriculum content

## 3. Levies

- 3.1. Levies are calculated at 20% of the Global Fee charged to recoup expected costs.
- 3.2. Levies are set by the Principal and Business Manager and authorised by the College Advisory Board by the end of June of each year for the following school year.
- 3.3. As far as is practicable, Levies will cover the supply of compulsory excursions/incursions/ activities and most classroom requirements. Parents will remain liable to cover the costs of uniforms and booklist items. The purchase of materials by Parents for elective subjects where individual projects occur may be required during the year.
- 3.4. Where a student is enrolled in a Vocational Education & Training (VET)/ Victorian Certificate of Applied Learning (VCAL) subject conducted by an external institution, the Fee Payer will be responsible for payment of any additional resources required.
- 3.5. Where a student is enrolled in a VET/VCAL course and does not attend the course, the College reserves the right to charge the Fee Payer for any costs incurred by the College.



## 4. Discounts

All discounts are set by the College Principal and Business Manager, authorised by the College Advisory Board and updated and detailed in the final “Fee Summary Schedule” annually. The current version of the Fee Summary Schedule is available on the College website. Discounts available are as follows:

### 4.1. Multiple Concurrent Enrolments

- 4.1.1. A family with 2 students concurrently at the College will receive a discount applied to the second child enrolled at the College.
- 4.1.2. A family with 3 students concurrently at the College will receive a discount, an amount equivalent to 4.1.1 above applied to the 2<sup>nd</sup> student and the balance applied to the 3<sup>rd</sup> student.
- 4.1.3. A family with 4 students concurrently at the College will receive a discount equivalent to one Global Fee applied across all 4 students.

### 4.2. Early settlement discount

- 4.2.1. An early settlement discount per student enrolled at the College, as detailed in the final “Fee Summary Schedule”, is offered to Parents who pay 50% of the full amount invoiced prior to the commencement of Semester 1 and/or Semester 2.
- 4.2.2. An ‘additional’ Annual early settlement discount per student enrolled at the College, as detailed in the final “Fee Summary Schedule”, is offered to Parents who pay in full their total school fee account balance by close of business on last working day in February, each year.
- 4.2.3. In the event the student is in receipt of either an Academic Scholarship or Award this discount will be pro-rated.
- 4.2.4. The Early settlement discount is not available where financial support or fee assistance is provided.

## 5. Scholarships

- 5.1. Scholarship assessments, across a range of areas are conducted annually. Assessment testing dates are published on the College website.
- 5.2. Results of testing and scholarships applicable are communicated to the recipient families prior to the commencement of the academic year in question.
- 5.3. Scholarships are subject to on-going assessment and are not automatically carried forward to future years, the result of this assessment will be communicated prior to the issuance of the invoice for the following academic year.
- 5.4. In the event the recipient of a Scholarship exits the College prior to the commencement of Year 12, all Scholarship amounts received will be reversed and become due in full.

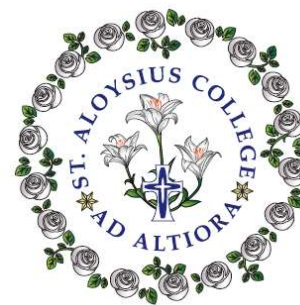


## 6. Financial Support

- 6.1. Where families are experiencing financial hardship, consideration for a fee concession or the acceptance of an alternate payment plan will need to be discussed with the Principal and College Business Manager. Consideration for Fee Concession is made based on a meeting with the College Business Manager and the submission of the Application for Fee Concession form. An appointment to see the College Business Manager can be requested by telephoning (03) 9325 9211.
- 6.2. Financial Hardship Assistance can be granted in relation to College Tuition Fees only. Assistance is not available for payment of Subject Levies, books, stationery or uniforms, extracurricular activities or external charges.
- 6.3. Assistance is reviewed and provided on an annual basis. New support documentation will be required for subsequent years.
- 6.4. In the event the recipient of Financial Support exits the College prior to the commencement of Year 12, the College reserves the right to reverse any financial support previously provided, these amounts will become immediately due in full.

## 7. Payment of Fees and Levies

- 7.1. By signing the Enrolment Acceptance 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 at the College.
- 7.2. Fee Invoices are to be paid 50% by the end of Term 1 and the balance by the end of Term 3 of the School Year invoiced.
- 7.3. Payments should be made via a Direct Debit arrangement to coincide commencing in the December prior to the start of the School year, unless different terms have been agreed with the Business Manager in writing (A Fee Payment Options form will be sent to all families in July to enable confirmation of the preferred method of payment by end of August each year).
- 7.4. Where Parents' circumstances change and a change in the responsibility for the payment of future Fees, including Levies occurs:
  - 7.4.1. The College must be notified in writing, using the pro-forma available from the College.
  - 7.4.2. The effective date of this change must be clearly stated.
  - 7.4.3. The change must be authorised, where practicable, by each party responsible for the payment of past and/or future Fees and Levies.
  - 7.4.4. The change in responsibility for future Fees including Levies, will come into effect upon the acceptance of the change by the College Business Manager.
  - 7.4.5. Where past Fees, including Levies, are assigned to one party, other than as a result of a court order of which the College is party to, this assignment 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.
  - 7.4.6. The parties responsible for the payment of outstanding amounts are required to enter into a direct debit agreement or a standing credit card authority with the College. Payments are to be made at least monthly, over a period of time as agreed with the College Business Manager. This agreement will also require formal approval by the Principal of the College.
  - 7.4.7. The College reserves the right to pursue the payment of any Fees, including Levies, through alternative means, including legal action, if acceptable arrangements cannot be agreed to with the Fee Payer/s.



### 8. Extra-Curricular Activities

- 8.1. A student in an extra-curricular activity which incurs costs (such as Instrumental Music Lessons overseas and interstate trips) when outstanding Fees exist, either for a prior year and/or arrears for the current year, cannot participate unless a payment plan has been agreed with the College Business Manager and all payments have been made in line with this plan, at the time the activity is scheduled. In the event such an activity is over-subscribed, priority will be given to Parents who do not receive financial support or fee assistance and are up to date with payments.
- 8.2. Invoices pertaining to **Extra-Curricular Activities will be issued as follows:**
  - 8.2.1. Instrumental Music will be issued monthly and will be payable 7 days from the date of issue. These Invoices must be paid prior to the start of the month the lessons occur to ensure lessons are not suspended
  - 8.2.2. All other extra-curricular activities will be Invoiced in accordance with the schedule provided in respect to the activity and will be payable within 30 days from the date of issue of the Invoice
  - 8.2.3. In the event the Invoice is not paid in accordance with the agreed terms, the Student may be withdrawn from the activity and monies only refunded where permitted in accordance with the Activity's agreement/schedule.

### 9. Enrolment Fee

- 9.1. The College will charge an Enrolment Confirmation Fee at the time that an offer of enrolment is made. The amount of this fee is set annually by the College Advisory Council and published by the end of June of each year and is applicable for enrolment offers made in the following year (see also Section 11.2).
- 9.2. The amount of this fee, less a charge of \$50 (this amount is subject to review) to cover initial administrative costs, will be held as a bond and credited to each Parents account/s upon the commencement of the student/s Year 12 studies at the College and applied against the Year 12 fees.
- 9.3. In the event the Student leaves the College prior to the commencement of Year 12 this fee will be retained by the College in order to cover administration costs.



### 10. Re-enrolment Fee

- 10.1. A letter/form will be sent to all Parents with students in Years 7 to 11, in May each to confirm intention to re-enrol or withdraw the student for the following year.
- 10.2. A Re-enrolment Form will be sent to Parents who have confirmed their intention (under Clause 10.1 above) to re-enrol the student, in June each year. This form will be required to be returned, signed by all parties to the original agreement, to the College by the close of business on the last working day of July, each year.
- 10.3. Where a Parents has confirmed their intention to re-enrol the student for the forthcoming year but subsequently withdraws the student without the required notice an Exit Fee will be applied in accordance with the terms of Clause 11.3
- 10.4. In line with the enrolment fee (see Section 7.2) the full amount of this fee will be credited against the Year 12 fees upon the student/s recommencing their studies in Year 12.
- 10.5. In the event the Student leaves the College prior to the commencement of Year 12 this fee will be retained by the College in order to cover administration costs.

### 11. Students Commencing During Term

- 11.1. Students commencing at St Aloysius College mid-term will be charged pro rata fees on a weekly or part thereof basis for that term based on a 10-week term.
- 11.2. Full fees will be applicable for any remaining terms for that year.

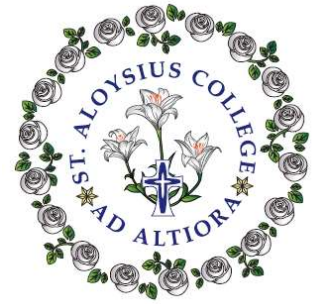
### 12. Prolonged Periods of Absence

- 12.1. Special arrangements for periods of absence greater than 18 weeks will be determined on an individual basis, following consultation with the Principal. Any outstanding fees that exist at the time of commencing a period of prolonged absence are expected to be paid in full before the period of prolonged absence commences, unless prior arrangements have been made with the College Business Manager and approved by the Principal.

### 13. Students Exiting Before Completion of Year 12

- 13.1. The College bases its staffing and other related educational expenses on the student population as indicated by the re-enrolment forms received by the close of business on the last working day of July, each year. If a decision is made that your child will not be continuing at the College, a letter addressed to the Principal is required to advise the College of the student's withdrawal. It is an expectation that Parents will give the equivalent of one term's notice, in writing, to the Principal for any student's withdrawal at the end of the year or the equivalent of one term's Annual Tuition Fees may be charged in lieu of notice. This amount charged will be due and payable within 14 days of the student exiting the College.
- 13.2. For new enrolments, where a position is accepted and at a later date this acceptance is revoked by the Parents prior to commencing at the College, the amount paid in relation to the Enrolment Fee shall be forfeited to the College.
- 13.3. For existing students, a minimum of one term's notice, in writing, advising of the last day in attendance at the College is required.
  - 1.1.1. In the absence of such notice, an Exit Fee equal to one term's fees will be required to be paid.
  - 1.1.2. The Exit Fee will be charged on a pro-rata basis (based on a 10-week term) where a reduced period of notice is given prior to the student's departure from the College.
  - 1.1.3. There will be no refund for any extra-curricular activities or for external charges relating to VET or VCAL
  - 1.1.4. No proportion of the current term's Fees, including Levies, will be reimbursed.





## 14. Collection Guidelines

- 12.1 Parents acknowledge their obligation to pay fees when they sign the Enrolment Acceptance Form.
- 12.2 All fees must be paid before the close of business on the last working day in September, each year.
- 12.3 Fees are to be paid via direct debit plan from December, after issue of the annual Fee invoice, to September of the school year being invoiced. A Fee Payment Options Form will be sent with the next year's fee invoice and is to be completed and returned to the College before the close of business on the last working day in November. The first instalment of fees is scheduled to be deducted on the 28<sup>th</sup> of December each year and on the 28<sup>th</sup> (or next business day) of each month up to and including September of the following year.
- 12.4 A minimum of 10% of the balance on the account after applying the fee invoice for the following school year (i.e. at the end of November annually) is to be paid each month from December to September.
- 12.5 Any variations to the above payment options must be agreed to by the College Business Manager and Principal.
- 12.6 It is the responsibility of the Parents to ensure sufficient cleared funds are in the nominated debiting account or credit card when the payments are to be drawn.
- 12.7 For the return of unpaid/dishonoured transactions, the College will contact the Fee Payer as soon as possible to arrange immediate settlement of this payment. Any bank charges incurred by the College is to be borne by the Parents and must be part of this settlement. Also, an administration fee may be charged.
- 12.8 If the due date for payment falls on a non-working day or public holiday, the payment will be processed on the next working day.

## 15. Standard Collection Procedure

The fee collection process is as follows:

- 13.1 In December of each year, the College will forward to Parents an invoice/statement for the following year.
- 13.2 A message reminding Parents to contact the College if there are difficulties meeting fee and levy payments will be included on each statement.
- 13.3 Parents with an outstanding balance will be issued a statement on a monthly basis, showing the outstanding balance as at that point of time.
- 13.4 If payment is not up to date, contact will be made with the Fee Payer/s.
- 13.5 In the absence of a response the matter will be forwarded to a collection agency. A fee of up to 10% may be added to the outstanding balance to cover the cost of collection.
- 13.6 Legal processes may be used to recover money owing if all other collection procedures fail. The College reserves the right to recover legal costs incurred in the course of recovering outstanding fees.