



Related Policies

Budget Policy & Procedures

Privacy Policy

Purpose

The Catholic Education system is inclusive, and actively encourages the education of all children. In order to continue, the College, like other Catholic Colleges, requires income from School Fees and Levies in order to provide facilities, resources and staffing for a quality education. The purpose of this policy is to provide a framework and guidance for the setting, the charging and the collection of fees and levies.

Policy

Catholic Education fees must be charged in accordance with the fee levels set by the Catholic Education (CE). The required percentage of this fee charged is then remitted to the CE when invoiced each term.

College Fees and Levies are to be approved by the Community Council in the year prior charging.

College Fees and Levies are to be set at a level which will ensure sufficient funds for the quality education of students, the general operation of the College as well as current and future facility maintenance programs.

Students who commence part way through a term may be entitled to part fee payment according to the length of time they will receive education at the College during that term.

Students who withdraw part way through a term may be entitled to a credit note on part of their fees according to the length of time they will receive education at the College during that term. The refund of all/part of fees paid in advance for these students will be dependent on whether there are any outstanding charges for these students e.g. unreturned text book, library books, laptops etc.

A family arrangement for fee billing purposes is deemed to exist where an adult with parental responsibility has signed both/all enrolment forms and either a sibling relationship exists or the child and adult with parental responsibility reside predominantly at the same address.

No student will be refused enrolment, be excluded, or be disadvantaged because of an inability, evidence is required to prove financial hardship, (as opposed to unwillingness) on the part of the parents/guardians to meet financial requirements.

Every effort is to be made by the Business Manager / Community Council to recover fees from parents who are deemed to have capacity to pay.

Procedures

Recording Fees in the College's Accounts

All families must be charged the full fees (comprising the CE tuition fee and local fees and levies), with any approved remissions or write off processed through the College's accounts.

Any remissions or write offs must document the reason.

Fee Remissions and Write Offs

At the end of each year, family's wishing to apply for Fee Remissions must contact the College to request a Fee Remission Application Form. Fee Remissions are to be applied for by 1 February of each year and if approved, are approved for a period of 12 months. Supporting documentation to accompany the application for remission must be provided including: previous year taxation returns, Centrelink information, documentation on loans, chattel mortgages and other relevant documentation as deemed necessary by the Fees committee

Fee Remissions are considered from families who are undergoing genuine financial hardship and are experiencing an inability to pay College fees and levies. No allowance is made for remissions and repayments (at College's discretion) for repayments on holidays, investment properties or hire purchase/lease contracts. If a family decides to commit financially to such things, the burden of that decision is on the family and not on the College.

The Fees Committee includes the Principal, the College Business Manager and the Chairperson of the College Community Council. In line with the College Privacy Policy, all information received is handled in the strictest of confidence and all names are excluded. The Fees Committee may grant full remission, part remission or an extension in time to pay. The Fees Committee will make all decisions in a consistent and impartial manner based on the circumstances of each case.

The Fees Committee will consider the individual financial situation of each family and be guided by CE agreed formula for the remission of fees.

If the family's financial circumstances change greatly, then they must inform the College and the Fees Committee will review their remission accordingly.

Refund or Credit Note of School Fees where a child is withdrawn during term time

If a student is being withdrawn from the College part way through a term, then the College must be given at least two weeks written notice for the family to be eligible for a refund or credit note. If the departure date is within the first half of the term, then the family is eligible for a 50% refund or credit note on the full fees and levies.

If the departure date is in the second half of the term, then the family is not entitled to any refunds or credit notes for that term.

Any deviation from the refunds allowed is at the Principal/Business Manager's discretion.

Eligibility to be treated as a family for billing purposes

The following decision making process is to be followed to determine whether a family structure exists for fee billing purposes:

It is accepted that a family situation could occur where an adult has parental responsibility for the children being considered as part of the family unit.

To be eligible to be treated as a family unit for billing purposes, a person with parental responsibility must have signed the enrolment forms to accept responsibility for the children and satisfy one of the following two conditions:

1. That a sibling relationship (as defined below) exists between children, or
2. That the person with parental responsibility and the children predominantly reside at the same address (either permanently or at least a 50% shared custody arrangement).

A child cannot be a sibling for more than one family situation for CE Tuition Fee purposes. Where a child may be considered to be part of two or more family structures, they can only have the sibling discount arrangement for that child applied to one family (usually the family where the child predominantly resides).

The principles adopted here can also be used to determine whether a family/sibling relationship exists for enrolment priority purposes.

Collection of unpaid school fees.

Every family in debit or in credit is sent a statement at the start of each Term regardless of debtor status so that they know where they are up to with their account and can make contact with the College to discuss accordingly.

If payment in full or in part does not occur in an adequate format, the Business Manager is to attempt to make contact to discuss the situation by a combination of sending reminders, letters and making phone calls.

If the family continues to be unwilling to make contact and to arrange a suitable payment program, then the file is to be referred to a reputable debt collection agency for recovery. The debt collection agency will take recovery steps in negotiation with the College and will mediate an acceptable repayment program between the family and the College.

When considering debt recovery action, the College will take into account the cost of recovery, the value of the debt, the likelihood of successful recovery and the message that debt recovery action gives to the community.

At no time will the College permit or engaged in matters in an intimidating or threatening manner, or seize goods and chattels for the recovery of outstanding debts.

Definitions

Parental Responsibility:

A person is considered to have a parental responsibility for a child or young person if:

- They are either a parent or a step-parent (through marriage or domestic relationship (NSW¹ or ACT²)) or a legal guardian of all the relevant children; or
- A court order is in force in relation to a child in their favour which supports their application; or
- Family circumstances mean that a child's natural parent is unable to take responsibility for a child and the child is now being cared for by them³.

Sibling Relationship:

A sibling relationship exists where one of two or more children have one or both parents in common, which would include adopted children and step children where one or both parents in common have parental responsibility for all children.

Appendix

Fee Remissions Application

Approved by:	Principal
Issuing Group:	Senior Leadership Team
Last Reviewed:	November 2016
TCCG Contact Officer:	Business Manager

¹ S 5 Property (Relationships) Act 1984 (NSW)

² S 169 Legislation Act 2001 (ACT)

³ They would need to provide evidence to support their status as a legal guardian and/or a statutory declaration regarding family circumstances.