EDUCATION FEE POLICY

St Francis Xavier College
Ratified by College Board, October, 2004
Amended April 2008
Ratified by College Board, August 2008
Amended October 2011
Ratified by College Board November 2011
VISION

St Francis Xavier College is a Catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self-belief and who will be of service in the world. We recognise God’s presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all.

1 PRINCIPLES UNDERPINNING THE SETTING OF EDUCATION FEES

1.1 All Catholic children have a right to education in Catholic schools.

1.2 The mission of the Catholic Church entails a particular concern for families experiencing hardship.

1.3 Accessibility to Catholic schools is denied to some Catholic children when the fees are very high.

1.4 The annual increase in the Consumer Price Index provides a reasonable guide to the raising of Education Fees each year.

2. FEES

2.1 Responsibility for Setting Fees
In the Diocese of Sale individual schools have the responsibility for the level of fees they charge.

At St Francis Xavier College, the decision about fees is taken annually by the College Board.

St Francis Xavier College charge a fee per pupil with reductions applying to subsequent enrolment from the one family.

2.2 Fee Relief
St Francis Xavier College has in place a process to determine fee concessions for parents experiencing financial hardship. (refer section 3.9)

3 EXPECTATIONS WITH RESPECT TO FEES

3.1 Parents should make the required contribution to the education of their children, recognising that the failure to pay Education Fees creates a burden for the remainder of school community. No child from our Catholic Feeder Primary schools will be denied an education at St Francis Xavier College because of an inability to pay Education Fees.

3.2 It is the obligation and responsibility of parents/guardians to contact the Business Manager if payments cannot be made as per the fee paying arrangement form. If fees become overdue, the College will take the necessary steps to follow up the debt.

3.3 Processes for the recovery of fees are both sensitive and orderly.

3.4 During negotiations around unpaid fees, the children concerned are protected from public embarrassment and all information is considered confidential.
3.5 While every effort is made to recover unpaid fees, the College takes into account particular family circumstances, especially in times of financial hardship.

3.6 Families need to have all Education Fees up to date before the children can attend extra curriculum activities, for example: Central Australia, Japan trip, Presentation Ball, Instrumental Music Lessons.

3.7 It is expected that outstanding fees in the Catholic Primary School will be settled before commencement at St Francis Xavier College.

3.8 Except in cases of extreme hardship, it is expected that all families pay at least a minimum fee of $25 per child per week. Such families will negotiate this arrangement with the Principal or Business Manager.

3.9 **Fee Concessions/Remissions**
Discounts on Education Fees are attributed to families who have more than one child attending the College.

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<thead>
<tr>
<th>Discounts offered</th>
<th>2\textsuperscript{nd} Child = 10% discount</th>
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<tr>
<td></td>
<td>3\textsuperscript{rd} Child = 30% discount</td>
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<td></td>
<td>4\textsuperscript{th} Child = 60% discount</td>
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Where families are finding it difficult to meet the repayment of fees, further concessions may be offered by the Business Manager and/or Principal upon completion of financial evaluation documentation. Such concessions will only be offered following an interview whereby the special circumstances of the family will be analysed and reviewed.

3.10 **Departure of Students During Term**
Where students leave the College during the year the Education Fees and charges will be adjusted on a pro-rata basis for the time spent at the College. There will be no rebates given where a student leaves the College after November 1.

3.11 **Fee Rebate**
Upon confirmation that $150 has been paid into your Parish Sacrificial Planned Giving Programme, a reimbursement will be credited to your fee account of $150 per student, up to a maximum of $300 per family.
1. The matter of Education Fees and the payment of fees are discussed with parents/guardians at the time of enrolment. All parents/guardians are made aware of the school's policy with respect to fees and the collection of fees at this time.

2. Education Fees are billed in three instalments sent to each family in February, May and August each year. Timing of the billings is between 14-30 days from start of the first three Terms.

3. Parents/Guardians are offered a number of methods of paying fees.

4. St Francis Xavier College determines appropriate fee concessions for families experiencing financial hardship.

5. The College Board, with the authorisation of the school authority, may choose to use a variety of methods to follow up parents/guardians who have not met their obligations. Those who fail to keep up with commitments are made aware of this at an early occasion.

   i. The initial follow up shall be an account rendered or a telephone call by the College Finance Office.

   ii. After appropriate personal and pastoral contact, letters may be used to remind parents/guardians of obligations and undertakings.

   iii. If no payment or contact with the College is received within one month of the initial follow up, a reminder letter will be sent requesting contact be made with the College Finance Office (Letter 1 – First Reminder – Attachment 1).

   iv. If after a further one month parents/guardians have taken no action, a second letter will be sent requesting that the parent make contact with the College Business Manager (Letter 2 – Second Reminder – Attachment 2).

   v. If the parent/guardian still fails to contact the College, a letter from the Principal or Business Manager (as appropriate) will be sent requesting payment or an appointment, within seven days, to discuss the situation (Letter 3 – Final Notice – Attachment 3A & 3B).

   vi. As a final step in the process of fee collection, the school authority may decide to send outstanding accounts to an external collection agency for recovery.

6. Review families’ circumstances that fall outside payment expectations on a regular basis, but within the guidelines set out by the Australian Competition & Consumer Commission (ACCC).
Dear NAME,

**FIRST REMINDER**
**OUTSTANDING EDUCATION FEES**

Our Finance Department has made several attempts to contact you over the past month to advise that your Education Fee Account falls well outside the College's acceptable terms of payment. We find it disappointing that you have not made contact with us to discuss your obligation of repaying your account in full every year.

Please find attached a copy of your statement detailing the outstanding balance.

We ask that you either, rectify this situation and bring your account in line with College expectation, or alternatively if you are experiencing financial difficulty, contact Mrs Rebecca Bradley, College Accountant to organise a payment arrangement.

Failure to contact us with your intention of payment will unfortunately leave us with no other option than to take further action.

Yours sincerely,

SONYA SLOCOMBE
Business Manager
Dear NAME,

SECOND REMINDER
OUTSTANDING EDUCATION FEES

Our records indicate that we have made contact with you on several occasions to advise that your Education Fee Account falls well outside our acceptable terms of payment, and is of great concern to the College. Your urgent attention is now required.

Please find attached a copy of your statement detailing the outstanding balance.

Fee concessions may be granted in cases of financial hardship or where other special circumstances exist. If you are experiencing financial hardship, please contact Mrs Rebecca Bradley, College Accountant to arrange an interview to discuss this matter.

We ask that a suitable arrangement be made to rectify your account before 30 October 2010. Failure to contact the College by this date will leave us with no other option than to take further action.

Yours sincerely,

SONYA SLOCOMBE
Business Manager
Dear NAME,

FINAL NOTICE

The expectation of St Francis Xavier College is for Education Fee Accounts to be settled upon the completion of each school year. Our Finance Department has made several attempts to contact you over the past few months to advise that your Education Fee Account falls well outside the College’s acceptable terms of payment.

I strongly advise that you make contact with the College within seven days, to make a payment arrangement, or alternatively to make an appointment with Sonya Slocombe, Business Manager, to discuss your account.

Failure to comply with this request will leave us with no option other than to refer your outstanding account to our Debt Collection Agency for recovery.

Please find attached a copy of your statement detailing the outstanding balance.

Yours sincerely,

PAUL G. DESMOND
Principal
Dear NAME,

**FINAL NOTICE**

The College is currently assessing Education Fee Accounts and as your children have now completed their enrolment with us, we request that the outstanding balance of your account, which is to be settled immediately.

The College’s expectation is for Education Fee Accounts to be settled when your child completes his/her education with us. If your account is not promptly settled with the College within seven days you will leave us with no option than to refer your outstanding account to our Debt Collection Agency for recovery.

Please find attached a copy of your statement detailing the outstanding balance.

If you need to discuss your outstanding account further, please contact Mrs Rebecca Bradley, College Accountant.

Yours sincerely,

**MISS SONYA SLOCOMBE**
Business Manager