

EDUCATION FEES 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
Amended September 2016
Recommended by College Advisory Board October 2016
Ratified by Canonical Administrators October 2016

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 as well as other factors including Government Grants and College commitments provides a reasonable guide to the raising of Education Fees each year.

2. EDUCATION FEES

- 2.1 Education Fees (**Fees**) means Fees billed to your fee account for any or all of the following:
 - 2.1.1. Tuition fees – Core education fees
 - 2.1.2. Extra-Curricular Levy – Covers the cost of camps, retreats and excursions
 - 2.1.3. Device Levy – Covers the cost of Digital Learning Program
 - 2.1.4. Building Levy – Compulsory charge to assist the College to undertake capital building programs
- 2.2 In the Diocese of Sale individual schools have the responsibility for the level of Fees they charge.
- 2.3 At St Francis Xavier College, the decision about Fees is taken annually by the Canonical Administrators upon recommendation from College Advisory Board.
- 2.4 St Francis Xavier College charges Fees per pupil with reductions applying to subsequent enrolment from the one family (set out below).
- 2.5 St Francis Xavier College has in place a process to determine Fees' concessions for Parents experiencing financial hardship. (Refer section 3.11-3.14)

3 REQUIREMENTS WITH RESPECT TO PAYMENT OF FEES

- 3.1 "Parents" has the same meaning as set out in the College Education Enrolment Contract.
- 3.2 Parents must make the required contribution to the education of their children, acknowledging that the failure to pay Fees creates a burden for the remainder of the College community.
- 3.3 No child will be denied an education at St Francis Xavier College because of Parents' inability to pay Fees.
- 3.4 Following the application for enrolment process set out in part 2 of the Enrolment Policy, upon acceptance by the College of a student (following receipt of the Education Enrolment Contract), Parents will be charged an acceptance fee. The acceptance fee must be paid to confirm enrolment and is paid in addition to the enrolment fee referred to at paragraph 2.2 of the Enrolment Policy.
- 3.5 The acceptance fee is non-refundable even if the enrolment acceptance of a student is subsequently not upheld. Where an enrolment acceptance of a student is otherwise upheld, the acceptance fee is receipted against the fee account at the beginning of the school year in which the student starts.
- 3.6 The acceptance fee is detailed in the annual Fee schedule.
- 3.7 Fees are billed in one instalment sent to Parents in February of each school year.
- 3.8 Parents are required to pay all Fees as at the relevant required times.
- 3.9 It is the obligation and responsibility of Parents to contact the Finance Department if payment of Fees (whether partial or in their entirety) cannot be made as per the Education Enrolment Contract. If Fees become overdue, the College will take the necessary steps to follow up the debt.
- 3.10 When the College follows up debt, the children concerned are protected from public embarrassment and all information is considered confidential.
- 3.11 While every effort is made to recover unpaid Fees, the College takes into account particular family circumstances, especially in times of financial hardship.
- 3.12 The onus is on Parents to inform the College of relevant financial hardship matters that Parents wish the College to take into consideration when the College follows up debt. Each case of financial hardship will be assessed on a case by case basis.
- 3.13 Where Parents 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 Parents will be analysed and reviewed.
- 3.14 Parents in financial hardship should in the first instance contact the Finance Department and request a meeting with the Finance Manager to discuss their situation

confidentially. The College has a system in place where you will be asked for financial information that will help support your hardship claim.

- 3.15 Parents must have all Fees paid up to date before their children can attend extra curriculum activities, for example: Central Australia, Japan trip and Presentation Ball.
- 3.16 It is anticipated that outstanding fees in the Catholic Primary School will be settled before commencement at St Francis Xavier College.
- 3.17 Discounts on Education Fees are attributed to Parents who have more than one child attending the College.
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| Discounts offered | 2 nd Child = 10% discount |
| | 3 rd Child = 30% discount |
| | 4 th Child = 60% discount |
| | 5 th Child= 100% discount |
- 3.18 If a student is withdrawn from the College, a term's notice and signed exit form must be completed by the Parents. Failure to do so will incur tuition fees in lieu of notice.
- 3.19 Parents exiting the College who have Fees outstanding will have 7 days to make payment in full or enter into a payment arrangement that is agreed to by the College. If outstanding Fees are not paid, or terms of a payment agreement cannot be agreed, the College reserves the right to send the Fees account to an external collection agency for recovery.
- 3.20 Upon confirmation that \$150 has been paid into your Parish Sacrificial Planned Giving Programme, a credit will be applied to your fee account of \$150 per student, up to a maximum of \$300 per family.

Education Fees and Fee Collection Guidelines

1. The matter of Education Fees (**Fees**) and the payment of Fees are discussed with Parents at the time of enrolment. All Parents are made aware of the College's policy with respect to Fees and the collection of Fees at this time.
2. Fees are billed in one instalment sent to Parents in February of each school year.
3. Parents are offered a number of methods of paying fees.
 - BPay
 - Credit card
 - EFTPOS
 - Direct Debit (Credit card/EFT)
 - Centrepay (Centrelink)
4. St Francis Xavier College determines appropriate Fee concessions for Parents experiencing financial hardship.
5. The College Advisory Board, with the authorisation of the College authority, may choose to use a variety of methods to follow up Parents who have not met their Fees obligations. Those Parents who fail to keep up with Fee 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 Department.
 - ii. After appropriate personal and pastoral contact, letters may be used to remind Parents of obligations and undertakings.
 - iii. If no payment or contact with the College is received within 14 days of the initial follow up, a reminder letter will be sent requesting contact be made with the College Finance Department (Attachment 1, Attachment 2 & Attachment 3).
 - iv. If after a further 14 days Parents have taken no action, a second letter will be sent requesting that the Parents make contact with the College Finance Department (Attachment 4 & Attachment 5)
 - v. If the Parent 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 14 days, to discuss the situation (Attachment 6 & Attachment 7).
 - vi. As a final step in the process of Fees collection, the College 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 to ensure financial circumstances warrant ongoing assistance.