

## COLLEGE BOARD FEES POLICY STATEMENT

### Rationale

*The provision of a Catholic education at Prendiville Catholic College recognises that there are a series of constraints imposed by financial considerations. A key factor is the commitment that parents are asked to undertake to support the College by the payment of fees.*

### 1. COLLEGE BOARD RESPONSIBILITY

- 1.1 *The College Board has the overall responsibility for the financial management of the College and, consequently, is responsible for the setting and collection of all fees and charges.*
- 1.2 *In implementing this policy the College Board will demonstrate a concern for those who are financially impoverished and under-privileged.*
- 1.3 *The inability to pay school fees shall not be the reason for the exclusion of any student from Prendiville Catholic College. Information about fee concessions will be included in the College's Fees and Charges brochure. Where parents refuse to pay school fees and have the financial capacity to pay such fees, it becomes a matter of justice to other parents that they meet their commitments.*
- 1.4 *Students for whom school fees are in considerable arrears, or for whom a repayment schedule is in place, are ineligible for consideration to participate in **optional** camps, excursions or other school tours. The Principal may exercise and apply a discretion having due consideration to all facts.*
- 1.5 *Terminology reference to parents in this document will also include legal guardians.*

### 2. PROCEDURES

- 2.1 *At the end of each year the College Board will formally approve tuition fees for the following year - taking into consideration the next year's Budget, Catholic Education Commission Western Australia (CECWA) advice and the level of State and Commonwealth Government assistance.*
- 2.2 *On application for enrolment, parents must be informed of the College's fee policy and the current set of fees and charges.*
- 2.3 *During the enrolment interview for all new parents the College's policy on fees and the details of the fees and charges set will be discussed.*

### 3. FEE ACCOUNTS

- 3.1 *A Fee Account for the whole year will be sent to parents by mid February. An Option Advice Form will be sent with the Fee Account.*
- 3.2 *Parents are requested to select a payment option on the Option Advice Form and return it to the Finance Office by 17th February 2017.*

*A discount of \$50 will be credited to the Family Account if the Option Advice Form is returned by 17<sup>th</sup> February 2017 and the first payment is received by 23rd February 2017. A further \$50 will be credited to the Family Account if*

*the Direct Debit Authority is also returned with the Option Advice Form by the 17th February and the first payment made by 23<sup>rd</sup> February 2017.*

*The direct debit discount will not apply to recipients of the full payment discount.*

3.3 *Fees (2017) may be paid in the following ways:*

- *Full year by 23<sup>rd</sup> February, less discount;*
- *2 Instalments in 23<sup>rd</sup> February and 23<sup>rd</sup> July;*
- *4 Instalments 23<sup>rd</sup> February, 23<sup>rd</sup> May, 23<sup>rd</sup> July & 23<sup>rd</sup> October;*
- *9 Instalments due each month commencing on or before 23<sup>rd</sup> February;*
- *18 Instalments (fortnightly) commencing on or before 23<sup>rd</sup> February;*
- *Other arrangements as approved by the College.*
- *All fees to be cleared by 31st October unless otherwise approved by the College Bursar.*

3.4 *Payment may be facilitated by:*

- *Cash / Cheque / Credit Cards / Direct Debit / BPAY / EFTPOS.*

*Authorities to deduct payment from either a credit card account or a savings/cheque account will be sent with the Fee Account.*

3.5 *Contact must be made with the College Senior Finance Officer to vary the payment method.*

3.6 *Fee concessions will be provided to parents showing evidence of financial hardship. Applications are made to the College Bursar.*

#### **4. PAYMENT DEFAULT**

4.1 *Parents who have not paid their fees in accordance with their payment options will be contacted by the Senior Finance Officer by email, mail, telephone or SMS.*

4.2 *Parents who do not respond, either by payment of due fees or discussing their situation with the Senior Finance Officer to arrange payment, will be contacted personally by telephone.*

4.3 *If after the above contact, a parent has not put arrangements in place for the payment of fees the College will appoint a debt recovery agency or solicitor to recover outstanding fees. Any fees levied by external agents for the purpose of individual debt collection will be borne by parents.*

4.4 *If necessary the College Board will then issue a summons so that a judgement against the parent will be effected.*

4.5 *All legal costs and charges resulting from the issue of a summons and gaining judgement shall be borne by the parent. In the event of Interest on outstanding fees being awarded by the Court, these costs will also be borne by the parent.*