



# Catholic College Sale

## TUITION FEES POLICY

### 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Tuition Fees Policy* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

School fees for education in a Catholic school are an inbuilt component of the total funding of Catholic education. Fees assist Catholic schools to maintain a desired standard of education whilst remaining financially viable.

Consistent with the shared mission of Catholic education, Catholic College Sale is committed to providing a Catholic education for young people from a wide range of backgrounds. In doing so, the College aims to keep fees to a minimum so that families can choose Catholic education without facing undue financial hardship.

### 3.0 PURPOSE

This policy outlines the principles and practices that underpin the College's approach to the setting and collection of fees. The policy seeks to ensure that families are aware of their obligations with regard to fees.

### 4.0 PRINCIPLES

- 4.1 At CC Sale, we are committed to the provision of high quality educational opportunities and to providing students with contemporary and well resourced facilities that support and enhance their learning and wellbeing.
- 4.2 The College seeks a positive and cooperative partnership with parent(s)/guardian(s). In accepting an offer of enrolment at the College and in continuing this enrolment over successive years, parent(s)/guardian(s) are consciously making a commitment to honour their annual financial obligations to the College.
- 4.3 Every effort is made by the College to be just and compassionate in both its consideration of families who need tuition fee assistance, and in its insistence that families who incur a debt must make every effort to meet their commitment.
- 4.4 Tuition fees are set by the College Board on an annual basis. In setting fees, the Board takes into account the socio-economic status of the families the College serves, along with the needs of the College to maintain a desired standard of education and to remain financially viable.

- 4.5 Annual tuition fees and payment schedules are issued with as much lead time as possible to enable parent(s)/guardian(s) to meet their commitments.
- 4.6 Procedures for the collection of outstanding school fees are enacted when parent(s)/guardian(s) who appear to have the capacity to pay refuse to do so, or when parent(s)/guardian(s) consistently refuse to engage in good faith in discussions regarding their payment of fees.

## 5.0 TUITION FEE PROCEDURES, AGREEMENTS & OBLIGATIONS

### 5.1 Fee Setting

The Finance Committee of the College Board reviews the fee schedule each year as part of the annual budget process. The College Board considers the fees recommendation of the Finance Committee and approves fees for the succeeding year. Families can expect advice in November of the fee levels for the succeeding year.

In setting fees, the following factors are taken into account:

- the provision of a comprehensive curriculum which meets the needs of students;
- staffing levels and salaries;
- the need to maintain and improve buildings and facilities;
- the socio-economic status of the families the College serves;
- the ongoing financial viability of the College.

Families can expect advice in November of the tuition fees for the succeeding year.

### 5.2 New Enrolment Fees

On acceptance of the enrolment offer, a refundable deposit of \$100 is due, known as Enrolment Acceptance (Refundable), which is reimbursed upon departure of the student.

When a student commences at the College after the start of the school year, the administration fee is charged and the tuition fees are charged on a pro-rata basis.

### 5.3 Tuition Fee Components and Variables

**Subject levies.** There are no compulsory subjects and material levies for students enrolled at the College. However, fees for materials and services that do not directly support curriculum are exempt from this provision. These other fees may comprise, but are not limited to, bus levies, elective camp fees, some VETIS courses and instrumental tuition.

**Sibling Discount.** Where two or more students share a sibling relationship and are concurrently enrolled at the College, a sibling discount may apply. To be eligible for a sibling discount, the student/s must have one or both parents in common.

**Withdrawal of a student during the year.** Families may apply for a reduction in their fees if they withdraw their son or daughter from the College during the year. If pastoral reasons underpin the withdrawal, pro-rata reductions may apply. Parents are expected to give one term's notice, in writing to the Principal. Fees for the terms not commenced will be refunded. When a student exits during the term, full tuition fees for that term are deemed due and payable.

**Camps, Sports and Excursions Fund (CSEF).** This fund provides payments for eligible students. Families holding a valid means-tested concession card or who are temporary foster

parents are eligible to apply. There are two criteria that must be met, as outlined in the CSEF Application Form on the College website.

#### **5.4 Payment of Tuition Fees**

Following advice in November of the fee levels for the succeeding year, fees are invoiced at the beginning of each school year. Statements are issued monthly.

Direct Debit is the only payment method offered where instalment arrangements are entered into. The College reserves the right to alter Direct Debit instalments by giving families 30 days written notice.

#### **5.5 Responsibility for Fees**

At the time of acceptance of enrolment, a student's parent(s) or guardian(s) sign the Enrolment Acceptance Form that incorporates obligations and agreements about the payment of fees. Each signatory to the enrolment application form, and/or subsequent re-enrolment form, will be solely or jointly responsible for the timely payment of fees.

If family and parental/guardianship arrangements alter, and the liability for the payment of fees changes from one party to another, each party is expected to notify the College so that a new Agreement can be made. The notification must clearly indicate the change in the liability for the payment of fees and the commencement date of this change in liability. If the College does not receive a mutually accepted agreement for the parties involved, then the original signatories to the enrolment forms will be jointly held liable for all debts incurred.

#### **5.6 Fees Assistance**

The College recognises that from time to time families will suffer financial difficulties. Families who find themselves experiencing financial hardship are encouraged to contact the College and request an application for Fees Assistance.

The College Fees Committee will consider these applications on a confidential basis. Applications need to be submitted annually and proof of financial position may be required.

Application forms are available from the Administration Office. You may be required to attend an interview at the time of submitting your application for Fees Assistance.

#### **5.7 Overdue Fees**

The College reserves the right to take legal action to recover outstanding debts from the student's parent(s)/guardian(s) when parent(s)/guardian(s) consistently disregard reminder notices and contact attempts by letter, email, phone or text, or fail to discuss the issue with the College, and/or default on alternative payment arrangements.

If the College has done all in its power to recover any outstanding debt without success, solicitors or collection agencies may be engaged to recover the debt on behalf of the College. This action may take the form of an external third party Debt Collection Agency, or issue of a letter through a solicitor. Families will be liable for **contingency fees**, i.e. collection costs, commissions and the fees and charges of a solicitor.

In effecting processes for the recovery of fees, the College notes that the failure of some families to pay school fees creates a burden for the remainder of the school community.

## 6.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Enrolment Policy
- Enrolment Application Form
- Enrolment Agreement
- Privacy Policy
- Tuition Fees Concession Application Form
- Camps, Sports and Excursions Fund Application Form

## 7.0 MONITORING AND REPORTING

**The Board** is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

## 8.0 APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	June 2022
<b>Next Review Date</b>	June 2024