



POLICY STATEMENT

SETTING AND COLLECTION OF SCHOOL FEES

Originally released: 2004

Last Updated: 2013

Due for Review: 2018

Rationale: Nagle Catholic College exists to make a Catholic education available to all Catholic students whose parents seek such an education for them. Parents are required to make a commitment to support this Catholic education financially by paying fees.

Definition: For the purpose of this policy *school fees* shall be considered to be tuition fees, boarding fees, levies and other charges.

Principles:

- The College Board has the responsibility for the financial management of the College, and is thus responsible for the setting and collection of school fees.
- In setting fees, the Board shall be mindful of the socio-economic status of the school community.
- The collection of fees shall be approached in a spirit of charity and justice. The Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
- The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality. For example, recipients of social welfare benefits would have an entitlement to claim some sort of fee concession.
- The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from the College.
- Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

Procedures:

1. Annual fees and charges shall be set by the College Board in accordance with CECWA advice provided during the budget process each year.
2. The maximum increase nominated in this advice shall not be exceeded without first obtaining the approval of the Director of Catholic Education.
3. On application for enrolment, parents will be provided with the school's fee policy, including details of any charges and information relating to the fee concession policy. This information is included in the *Prospectus* which is supplied to applicants.
4. A family discount on tuition fees of 20% applies to the second child, and 40% for third and subsequent children.

5. Fees are charged annually in one instalment, and accounts will be rendered in February, on the date specified in the annual Final Newsletter the preceding year.
6. Parents are given a choice of 4 options in which to pay their school fees account:

OPTION 1

Payment in FULL before 28 February

OPTION 2

3 Payments - 28 February, May and August

OPTION 3

9 Monthly payments 28 February to October
(must be paid by DDebit or Cr Card online arrangement)

OPTION 4

18 fortnightly payments 14 and 28 February to 14 November
(must be paid by DDebit or Cr Card online arrangement)

Parents who need to make other payment arrangements are welcome to contact the Business Manager to discuss alternatives.

7. The College makes every effort to accommodate those whose family circumstances make the payment of the usual fees difficult. Parents are invited to discuss the situation with the Principal, in order that there can be a review of the fees charged.
8. A discount of 5% of the tuition fee is given for accounts paid in FULL by 28 February.
9. In the case of late payments, a monthly fee of \$10 may be charged to cover the costs to the College of administering overdue accounts. No penalty applies for fee arrangements organised prior to the due date for payment.
10. BPAY, EFTPOS and credit card payments are accepted.
11. The procedure for fee collection occurs in the following stages:

Stage 1: Issuing of Accounts

This occurs on the dates published in the Newsletter (usually by the 15th February).

Stage 2: Two weeks later:

Discounts are applied to the families who have paid, and reminder statements are sent, along with a notice of encouragement to pay or enter a payment option arrangement.

Stage 3: End of following month:

An administration fee of \$10 per month may now be charged on all outstanding accounts except those with a fee arrangement in place. Statements showing this charge are then sent to families with a reminder letter.

Stage 4: Two months overdue:

The monthly administration charge again may be charged. Statements are again sent together with a detailed reminder letter. Families who fail to respond to this reminder are then contacted by telephone.

Stage 5: Three months overdue:

The monthly administration charge again may be charged. Statements are again sent together with a Final Letter informing the parents of the need to take action to either pay in FULL or enter a payment arrangement to avoid being sent to the debt collection agency.

Stage 6: Letter of Demand

Any family which does not respond to this letter is sent a Letter of Demand.

Stage 7: Recourse to the Court:

After obtaining approval from the Director of Catholic Education, the Principal will initiate legal proceedings for the recovery of the debt.