



Assumption College Kilmore

Policy title:	Fee Policy
Ratified by:	Assumption College Finance Committee
Location:	Assumption College – Kilmore

POLICY BACKGROUND

This policy is to be read in conjunction with the following:

- CEOM Policy 2.27 – School Fees available from:

<http://www.ceomelb.catholic.edu.au/publications-policies/policy/policy-2.27-school-fees/>

- Assumption College Kilmore Fee Schedule available from:

<http://www.assumption.vic.edu.au/assets/Uploads/Fee-Structure-2015.pdf>

School fees and charges are a necessary source of revenue to supplement government grants received by the College. Assumption College is a Catholic order owned, non-government school, and must generate a component of private income so as to fully fund both recurrent and capital costs. The College cannot be solely reliant on the funding from Commonwealth and State recurrent grants as this only provides approximately two thirds of the College's annual operating costs.

In keeping with the traditions of St Marcellin Champagnat, Assumption College makes every effort to keep fees and the cost of Catholic education at the lowest level possible for families, whilst still providing the necessary infrastructure and resources needed to provide a quality education.

On an annual basis, the schedule of fees and charges are reviewed by the College's Finance Committee and their recommendations forwarded to the School Council for approval. The following factors are taken into account before ratifying any fee increase:

- The College vision and mission statements
- Educational aims and objectives of the College and Marist Schools Australia
- The level of private income necessary to provide, maintain and improve existing services
- Levels of funding from both Commonwealth and State governments
- An evolving curriculum and changes in technology
- The College's capital improvement program
- Student enrolments and long term financial forecasts
- The financial capacity and economic resources of the families within the College community
- Changes and modifications to industrial awards
- Movements in consumer price index, especially the education sector, and general fluctuations in costs and prices

A complete copy of the College fee policy is available, on request, to all members of the College community, and is published on the College website. In addition, it is deemed appropriate for a summary of the policy to be included with the schedule of fees, attached to the College prospectus, confirmed at the various orientation meetings, and advised to families prior to the start of each school year.

It is the policy of Assumption College Kilmore (ACK) to charge school and boarding fees in one instalment on 1st February of each year, and a fee in advance instalment in October.

For the purposes of this policy, **'Parents'** means a natural or adoptive parent or parents of a child, the legal guardian or guardians of a child or any other person/persons who have assumed responsibility for a child and for the payment of fees and levies relating to a current student, prospective student or past student.

1. FEES

1.1 Tuition and boarding fees are charged in regard to each student enrolled at the College. In the case where two or more children are enrolled from the same family in Years 7 to 12, a sibling discount is applied.

1.2 Upon acceptance of enrolment, parents will be liable for a full year's tuition and/or boarding fees for each child, subject to the applicable sibling discount and the required notice guidelines in [Section 9](#).

1.3 Tuition and boarding fees are ratified by the School Council in November of each year for the following school year and published on the school website, and in the school newsletter.

1.4 Once set, tuition and boarding fees are not altered during the year in which they apply except for extraordinary circumstances. These fees will, as a general rule include the cost of all core activities, including non-elective camps and travel costs.

1.5 Parents receive a fee statement in January outlining the fees payable for the school year.

1.6 The following additional charges may also be applied to the fee account:

- Elective subject material charges – applies to students undertaking specific elective courses, charged on a per semester basis in February and July
- Laptop fee – annual charge for laptop
- Locker fee – one off fee that applies to all new students to the school
- Key fee – one off fee that applies to all new boarding students
- Music book fee – one off fee that applies to all students in year seven, and new students in year eight
- Photocopying/text book/subscription fee – may apply in lieu of purchasing textbooks. Refer to appropriate booklist
- Exit fee – a fee in lieu of notice applied if students leave the College without prior notice see [section 9](#)
- Laundry bags – one off fee that applies to all new boarding students on issue of two laundry bags
- Lost library book – replacement cost of books not returned at the end of each term (reversed upon book being returned)
- Damage to school/boarding house/laptop – applied after parents have been notified
- Instrumental music lessons – applies only to students undertaking this co-curricular activity
- Dance lessons – applies only to students undertaking this co-curricular activity
- Electrical tagging fee – for testing of each student's electrical devices in the boarding houses

1.7 As far as is practicable, the above fees and charges cover the supply of compulsory excursions/incursions/activities and most classroom requirements. Parents are liable to cover the costs of uniforms and booklist items. The purchase of materials by parents for elective subjects where individual projects occur may be required during the year.

1.8 Charges relating to non-compulsory activities may be made throughout the year. Charges will be made based on participation in these activities and will not be applied to the school fee account, e.g. Year 12 graduation, French Exchange, various immersions and interschool events. These activities require payment in advance. Payment methods will be given on relevant documentation sent by the College. For those families receiving financial assistance from the College, or are in arrears with school fees, please see [section 14](#)

1.9 Where a student is enrolled in VET/VCAL subjects, the College will pass on a subsidised charge to be paid by families in their direct debit schedule.

2. DISCOUNTS

2.1 MULTIPLE CONCURRENT ENROLMENTS

2.1.1 A 10% discount on tuition and boarding fees will apply to the second student attending concurrently.

2.1.2 A 25% discount on tuition and boarding fees will apply to the third student attending concurrently.

2.1.3 A 50% discount on tuition and boarding fees will apply to the fourth student attending concurrently.

2.2 FULL PAYMENT

2.2.1 A full payment discount is offered to parents who pay in full the balance of the current year's fees and charges by 16th April. A 3% discount will be applied to tuition and boarding fees only. Please contact the College for confirmation of amount required.

2.2.2 Parents paying in full prior to April 16th are still expected to pay the fees in advance due in October of each year (except year 12) for the following year.

3. PAYMENT OF FEES AND CHARGES

3.1 By signing the Confirmation of Acceptance Form, each signatory agrees that they are both jointly and severally liable for payment of the full amount of fees and charges incurred during the enrolment of their children at the College.

3.2 Where parent circumstances change and a change in the responsibility for the payment of future fees and charges occurs, please contact the accounts department staff at the College.

3.3 The College reserves the right to pursue the payment of any outstanding fees and charges through alternative means, including legal action, if acceptable arrangements cannot be agreed to with the fee payer/s.

3.4 Students who elect to study less than a full load, and those whose course content does not require five days a week on campus, will not be eligible for reduced fees or charges. This also applies to those day school students and boarders, who do not have a requirement to attend the campus for the entire school year.

4. APPLICATION FEE

4.1 The College will charge an enrolment application fee at the time an application is received. The enrolment application fee is non-refundable except for the following circumstances:

- an application is unsuccessful
- an application is withdrawn before an offer of placement is made

4.2 The application fee is not credited to school fee accounts.

4.3 This fee covers the registration of each application in the school database and the assessment processes including the required interviews.

5. FEES IN ADVANCE

For all day school students a Fee in Advance payment of \$1500 must be paid in the term before commencing at Assumption College. For all boarding school students a Fee in Advance payment of \$6300 must be paid in the term before commencing at Assumption College. This Fee in Advance will be required in each year of attendance excepting year 12. This Fee in Advance payment will credit towards the following year's fees.

5.1 Parents acknowledge their obligation and commitment to pay fees in advance when they sign Confirmation Of Acceptance form. These forms state that payment will be via direct debit unless written authority is given by the College.

5.2 Fees in advance will not be applied prior to commencement for students enrolling to commence in terms 3 or 4. Fees in advance will be payable for following years.

6. STUDENTS COMMENCING AFTER SCHOOL YEAR COMMENCED

6.1 Fees in advance will not be applied prior to commencement for students enrolling to commence in terms 3 or 4. Fees in advance will be payable for following years as per [section 5](#).

6.2 Parents of students commencing at Assumption College during a term will be required to pay a percentage of tuition and boarding fees as per below:

Commencement date	Percentage of tuition/boarding payable
During Term 1	100%
During Term 2	75%
During Term 3	50%
During Term 4	25%

6.3 Any appropriate sibling discount will be applied on a pro rata basis in accordance with fee application above

6.4 All additional charges as per [section 1.5](#) will be applied accordingly.

7. PROLONGED PERIODS OF ABSENCE

Special arrangements for periods of absence greater than 18 weeks will be determined on an individual basis, following consultation with the Principal. Any outstanding fees or charges that exist at the time of commencing a period of prolonged absence are expected to be paid in full before the period of prolonged absence commences, unless prior arrangements have been made with the Business Manager and approved by the Principal.

8. STUDENTS EXITING BEFORE COMPLETION OF YEAR 12

Where a student exits the College during a term, or where an enrolment offer has been accepted by a parent and then the applicant is withdrawn prior to commencing at the College, it cannot be assumed that another student is waiting to fill the position. As the College is committed to its annual expenditure it cannot reasonably consider refunds in these cases.

8.1 For a new enrolment, where a position is accepted, and at a later date this acceptance is revoked prior to commencing at the College, the amount paid as an application fee will not be refundable, see [section 4](#).

8.2 For existing students a minimum of one term's notice, in writing, which sets out the last day of attendance at the College is required.

8.2.1 In the absence of such notice, an exit fee equal to 25% of a full year's fees (one term) will be charged.

8.2.2 The exit fee will be charged on pro rata basis where a reduced period of notice is given prior to the student's departure from the College.

8.2.3 There will be no refund for extracurricular activities, or for external charges relating to VET or VCAL.

8.2.4 No proportion of the current term's fees will be reimbursed.

8.2.5 No refund will be given for any activities which have already been undertaken by the student, or for any resources issued.

8.2.6 School fee accounts in credit will not be refunded until all College property has been returned, or bills applied for replacement items.

8.2.7 Parents may appeal to the Principal in writing should they believe that their circumstances are exceptional.

9. TERMS OF PAYMENT

- 9.1 Parents commit to pay fees and charges when they sign the confirmation of acceptance form. This form states that payment will be via direct debit unless written authority is given by the College.
- 9.2 The College will accept one direct debit arrangement for each fee account only.
- 9.3 Agreement to a direct debit authority is mandatory. Alternate schedule arrangements can be made with the Accounts Manager in extenuating circumstances.
- 9.4 The full amount of the year's fees will be shown on the initial account mailed in January. Additional charges and/or credits may be applied throughout the year see [section 1.5](#).
- 9.5 The Business Manager will monitor the payment of fees and charges and arrange for initial contact to be made with parents when they fail to meet their obligations.
- 9.6 Payments made against school fee accounts will be applied to oldest debts first.

10. COLLECTION GUIDELINES

The College needs to balance the needs of curriculum diversity, open student participation and access for those less privileged, against sound fiscal management so as not to place the College under any unnecessary financial strain. It also becomes a matter of justice to other parents and students at the College that all families should meet their commitments.

The fee collection process is as follows:

- 10.1 In January of each year, the College will forward to parents an invoice/statement for that year.
- 10.2 A message reminding parents to contact the College if there are difficulties meeting fee payments will be included on each statement.
- 10.3 Parents with an outstanding balance will be issued a statement on a monthly basis.
- 10.4 If payment is not received within the agreed payment terms a reminder will be sent.
- 10.5 If neither appropriate contact nor payment is made then a letter will be sent from the accounts department requesting an explanation for overdue fees and a payment plan. Financial assistance is offered in the letter.
- 10.6 If payment is made without contact a follow up phone call by the accounts department staff may occur to clarify the intended payment plan. If a commitment cannot be agreed to by the parents the matter will be escalated to the accountant.
- 10.7 If neither payment nor contact is made a letter will be sent from the accountant requesting payment of the outstanding balance or a written payment plan supported by financial documents. An appointment with the parents may be requested at this point to clarify the financial situation.
- 10.8 If payment is made without contact a follow up phone call by the accountant may occur to clarify the intended payment plan. If a commitment cannot be agreed to by the parents the matter will be forwarded to a collection agency.
- 10.9 If neither payment nor contact is made the matter will be forwarded to a collection agency. Families who have an account placed with a collection service are to negotiate directly with this agency, and not with the College, in making appropriate arrangements to settle the account.
- 11.10 Legal processes may be used to recover all monies owing to the College if all other collection procedures fail. The College reserves the right to recover legal costs incurred in the course of recovering outstanding debts. This policy is stated in both the application for enrolment and confirmation of acceptance form.

11. SPECIAL CIRCUMSTANCES – FINANCIAL HARDSHIP

Monthly statements are issued and it is the obligation and responsibility of parents to contact the College if payments cannot be made by the due date.

A reduction in the amount of tuition and/or boarding fees payable due to financial hardship may be considered upon receipt of a formal written application from the parents using the College's standard bursary application form. Application forms are available upon request from the accounts department staff. Applications close at the end of November in the year prior to the bursary being granted. Supporting documentation must be included with the application. It is a condition of any application for bursary assistance that the applicant's provide full financial information and any other information reasonably required by the College.

11.1 An application received without complete financial documentation as listed on the application form will be declined.

11.2 Prior to submission to the Finance Committee for approval, the Principal and the Business Manager will meet to consider each application on its individual merits taking into account:

- Data available regarding past payment practices, discounts received and support the family may have given the College by other means e.g. Parents and Friends Association, College functions and events.
- Verification of amounts received for Austudy, Family Allowance or other sources.

11.3 The level of assistance given will be determined by the Finance Committee, in its absolute discretion.

11.4 The Business Manager will write to the Parents advising them of the outcome of their application.

11.5 Bursaries can be granted in relation to College tuition and boarding fees only and will be applied to school fee accounts accordingly. Assistance is not available for payment of additional charges (see [section 1.5](#)), books, stationery or uniforms, extracurricular activities or external charges.

11.6 The Accountant will monitor each family who receives a bursary in order to ensure that agreed payment schemes are adhered to.

11.7 Special consideration may be given to families that experience unanticipated extenuating circumstances after bursary applications have closed. These families should contact the Accountant in the first instance.

12. RESPONSIBILITY FOR PAYMENT

Parents who accept the offer of enrolment are responsible for the payment of school accounts. Where parents have separated, the College is not responsible for negotiating the onus for payment of fees. We cannot legally issue an account to a person other than the individuals who sign the Confirmation Of Acceptance form, without the written consent of all relevant parties.

13. OPTIONAL AND NON-COMPULSORY ACTIVITIES

13.1 All optional and non-compulsory activities will be paid for in advance.

13.2 The students of families who receive bursary assistance or who have arrears with their current school fees may not be permitted to participate in optional or non-compulsory camps, trips or programs, at the discretion of the Principal.