



Assisi Catholic College (Draft) SCHOOL FEE POLICY

Assisi Catholic College aims to provide a quality education to all students and in order for this to be achieved, fees and levies are charged.

Fees and Levies collected at Assisi Catholic College are used for the following purposes which are aligned to the Vision and Mission of the College as outlined in the Education Brief.

- Provide Teaching, Administrative, Classroom Support and Facilities staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Assist with providing activities such as excursions

The Assisi Catholic College Parents and Friends Association also collects a levy through the College fee structure to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal or Assistant Business Manager for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a **term** basis. A Statement of Fees and Levies is emailed to families within the first two weeks of each term in accordance with the Term Fees and Charges Schedule (available on the College Website www.assisi.qld.edu.au). The school fees comprise of the following charges:
 - o Tuition Fee
 - o Capital Levy
 - o Resource Levy
 - o P & F Association Levy
 - o Parish Donation (this is not a compulsory charge)
Please note: Futsal Elective Levy, Stationery Costs (P-6), VET Certificate Courses, School Camps/Retreats, Interstate/Overseas Trips and any other costs applicable to a student activity are not covered in the charges above.
2. A due date is reflected on the Statement of Fees and Levies and families are required to make payment in full by the due date unless a special arrangement or an Approved Payment Plan has been established with the Finance Secretary or Assistant Business Manager.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. Extension of Time
If an extension is required, please contact the College Fees Office prior to the due date.

b. Approved Payment Plans

Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the final school day of Term 4 in the current year, or as negotiated with the Assistant Business Manager. To establish an Approved Payment Plan, forms are available on the Parent Portal, via email from the Finance Secretary or from the College Fees Office.

c. Fee Concessions

In cases of financial hardship, a concession application may be completed and submitted to the Assistant Business Manager with supporting documentation for consideration.

- (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family upon commencement of hardship. Concessions are applied to the school fees account for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
- (ii) A compassionate and just approach is taken, under the mission and values of Brisbane Catholic Education, and are means tested in line with Federal Government Poverty Lines and valid for the current year only. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.
- (iii) Concession application forms are available from the Fees Office or via email from the Finance Secretary.
- (iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our College follows up all overdue school fee accounts. The College will make every effort to contact a family with an overdue account and negotiate an Approved Payment Plan that is in line with the family's current financial position. This includes contact by SMS, email, phone and letter.

- a. An SMS will be sent to all families who have not settled the school fee account and where an Approved Payment Plan is not in place, 2 days prior to the fees due date as a payment reminder. If you require a small extension and haven't already requested one for the current term, this is the time to contact the Fees Office. The \$50 Late Fee will not be applied in the instance of an extension request prior to the fees being due.
- b. A reminder statement/notice/letter will then be issued within 7 days to any family who has not settled their fees account by the due date (this does not apply to any family on an Approved Payment Plan or where a special arrangement has been negotiated with the Finance Secretary or Assistant Business Manager) or requested a small extension, with a Late Fee of \$50 charged to the family account.
- c. If payment or a suitable response is not received within 7 days of the reminder statement/notice/letter, contact with the parent(s) will be made via telephone, mail or email to arrange an appointment with the Assistant Business Manager.
- d. If after two weeks from this third reminder, contact by the family has not been made or satisfactory arrangements have not been reached, the account will be sent to the College's Debt Collection agency who will work with the family to address the debt. In serious cases, where there is clear capacity to pay outstanding fees, legal options will be pursued by the College.
- e. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Approved Payment Plans

As mentioned in point 3b above, our College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. To establish an Approved Payment Plan, forms are available on the Parent Portal, via email from the Finance Secretary or from the College Fees Office.

All Approved Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of school in Term 4 of the current school year.

Any extensions to an Approved Payment Plan must be negotiated with the Finance Secretary and/or Assistant Business Manager. Any family on an Approved Payment Plan which is broken without consultation with the College Finance Secretary or Business Manager will also be referred directly to the debt collection agency.

Late Start Enrolment

New students entering Assisi Catholic College after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term at the Principal's discretion. The adjusted fees statement will be emailed to the family and must be paid by the last week of the current term.

Withdrawal of Enrolment

Written notification must be forwarded to the Principal and an 'Exiting Advice Form' is available on the Parent Portal or from the College office for completion and submission to the Principal.

Fees will be charged on a pro-rata basis for the weeks of the term in which the student has been enrolled and up to when the enrolment is terminated.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, an arrangement must be made with the Fees Office where appropriate to clear the account, and any fees in credit will be refunded.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection process, please contact the College Finance Secretary or Assistant Business Manager.