

ASSISI CATHOLIC COLLEGE

SCHOOL FEE AND LEVY 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
- Provide new buildings and grounds enhancements and also support of the College building debt

The Assisi Catholic College Parents and Friends Association also collects a levy through the College fee structure.

GUIDELINES

Issuing of Accounts

- School fees and levies are charged on a term basis. The Statement of Fees and Levies is issued by email by the second week of the term in accordance with the College Fees and Charges listing (available on the College Web Site www.assisi.qld.edu.au) and comprise the following charges:
 - Tuition Fee
 - Capital Levy
 - Resource Levy
 - P&F Association Levy
 - 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.
- A due date is listed on the Statement of Fees and Levies and parents are required to make full payment by the due date unless a special arrangement or an Approved Payment Plan has been established with the College Finance Secretary or Business Manager.
- An SMS Reminder Notice will be issued to all families who have not settled the school fee account by the due date where an Approved Payment Plan is not in place.
- A Late Fee of \$50 will be charged to all accounts not paid 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 Business Manager.

Methods of Payment

- BPay
- Online via Mastercard/Visacard through College website by clicking the Enrolment tab and selecting 'Fees Payment Online' or via the Parent Portal
- Approved Payment Plan by Direct Debit, Credit Card or BPay
- Eftpos – Debit and Credit cards at the College Finance Office
- Cash at the College Finance Office
- Credit and Debit Card (Visa or MasterCard) via telephone contact with the College Finance Office

The College does not accept payment by personal or company cheques.

Approved Payment Plans

The College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Approved Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Approved Payment Plan must be negotiated with the College Finance Secretary or Business Manager. To establish an Approved Payment Plan, forms are available on the College website, Parent Portal or from the Fees Office.

Concessional Fees

In cases of financial hardship, families are able to apply for a concession on the Tuition Fee and Capital Levy. The Resource Levy, P&F Levy and other charges are required to be paid in full. An Application for Concessional Fees must be completed and submitted to the Business Manager with supporting financial documentation. Concessional Fees are means tested in line with Federal Government Poverty Lines and are valid for the current year only. Applications must be submitted at the beginning of each year or when a hardship within the family occurs.

Payment Difficulties

If an account is not able to be paid by the due date, any family experiencing such difficulties are required to contact the College Finance Secretary or Business Manager to negotiate an alternative payment arrangement.

No Catholic child is excluded from Catholic schools on the grounds of genuine financial difficulties.

Overdue Accounts

The College will make every effort to contact any family with an overdue account and to negotiate an Approved Payment Plan that is in line with the family's current financial position. This will include contact via email, telephone and letter. Should a family fail to respond to these contacts and to negotiate an Approved Payment Plan which addresses the school fee account, the family will be referred to a registered debt collection agency which will work with the family to address the debt. 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.

New Students Entering the College

- New students entering the College after the commencement of a term will be charged on a pro-rata basis for remaining weeks of a term. The invoice must be paid by the last week of the term.

Students Leaving the College

- Students exiting the College after the commencement of a term will be charged on a pro-rata basis for the number of weeks attended during that term.
- Exited families must settle any outstanding fees within four weeks of exiting the College unless an Approved Payment Plan has been negotiated and approved by the College Finance Secretary or Business Manager. Any family failing to settle the account or to negotiate an Approved Payment Plan will be referred to a debt collection agency for immediate recovery action.
- Should an exited family default on an Approved Payment Plan, the account will be referred immediately to a debt collection agency for recovery action.

Further information regarding the issue and payment of schools can be obtained by contacting the College Finance Secretary or Business Manager.