



Guidelines for Implementation of Catholic Ladies' College Fee Policy

Fee Setting Procedures

As part of the annual budget process, the Catholic Ladies' College Finance & Resources sub-committee conducts a review of fees. Special subject and Extra Curricula fees are set annually to cover the cost of the activity and therefore commensurate with the charges made by external providers/suppliers.

The College Board is responsible for the annual budget, which includes the setting of fees.

Fee Scheduling and Collection

The College Business Manager, on behalf of the College, administers the billing and collection of fees in accordance with the Fee Policy.

Application and Enrolment Fees

The **Application Fee** is payable upon application for enrolment and is non-refundable

The **Enrolment Fee** is payable on acceptance of an enrolment offer. It is non-refundable.

The **Family Deposit** is payable on acceptance of an enrolment offer and is held until the last member of the family completes their education at the College. It is incurred once per family irrespective of the number of students attending the College concurrently. The deposit will be refunded on request following the departure of the last member of the family providing fees are not outstanding. Alternatively, a tax deductible donation may be made to the School Building Fund at that time.

Annual Fees

The Annual Composite Fee is invoiced early in the year via an Annual Fee Statement. It is compulsory for all students to participate in activities forming part of the curriculum, e.g. camps and retreats.

Re-Enrolment Fee

The Re-Enrolment Fee is a fee indicating a student's intention to return the following year. It is then subtracted from the following year's composite fee. The fee is non-refundable, except when a student exits the College prior to submitting their subject selection for the following year.

Additional Fees

Accounts for **Special Subject Fees** are issued separately and are payable in accordance with the terms stated (see below).

Collection of **Extra Curricular activity fees** will default to the instalments detailed below if other payments arrangements are not specified.

In the situation where fees are outstanding for a student, the College reserves the right to withdraw the student from extra-curricular activities until the family account is brought up to date. Recipients of reduced fees (refer Fee Assistance Policy) are not eligible to participate in optional activities such as overseas tours or immersions.

Private Music Lessons

This fee is charged per semester and is payable in advance. (see Option 1 below)

Payment Arrangements and Options

It is a College requirement that Annual Fees are paid by a Direct Debit payment plan. Parents / legal guardians will be asked to specify their preferred frequency from the choices offered by the College. There is no surcharge for payment by credit card. All major cards are accepted.

Option 1 - Payment in full

Parents / legal guardians may choose to pay the Annual Fees in full, to take advantage of the early payment discount offered of \$250 per student. Payment can be made by BPay, EFT, Credit Card, Cash or Cheque. Credit Card payments can be taken over the phone for your convenience.

Payment Arrangements and Options (contd)

Option 2 - Payment by instalments

The College offers a variety of instalment options for the payment of fees. Our preferred method is Direct Debit, either via credit card or from a bank account.

The timing of payments offered by the College to parents / legal guardians for these instalments are:

11 monthly instalments from February till November

22 fortnightly instalments

44 weekly instalments



Payment Option Form

The parent / legal guardian's choice of payment will be recorded via the *Payment Option Form* provided to families upon the enrolment of the student. This form needs to be completed in full, signed and returned to the College to enable the processing of payments. The arrangement will remain in place unless otherwise advised in writing.

Where special circumstances exist, alternative payment plans including payment in advance and extensions of time may be negotiated with the Business Manager.

The College reserves the right to nominate the payment method for the collection of all additional fees at the time they are due.

Withdrawing students

Parents are required to give one term's written notice of a student withdrawal. Subject to receiving one term's written notice, the following adjustments will be applied to the final account.

Student Fees

Composite Fees are payable until the end of the term in which the student leaves the College.

Private Music Lessons (if applicable) are payable until the end of the term in which the student leaves.

Subject levies and Booklist items are not subject to credit

Extra subject fees, for example, courses offered by external providers, cannot be credited unless credited by the provider.

Private Bus Service

Withdrawal is subject to one month's notice in writing. Private bus service charges are payable until the end of term in which the student leaves the College.

Family Levies

Family levies may be subject to credit if the student is the last member of the family attending the College.

The building levy is payable until the end of the term in which the student leaves the College.

Grounds Levy is payable until the end of the term in which student leaves (subject to any credit received for attendance at College events).

Fee Reductions – Special Circumstances (refer Appendix)

Fee reductions may be available in circumstances that include:

- Families experiencing financial difficulties
- Absence of a student due to extended illness – longer than one term
- Withdrawal of a student during the year without one term's notice
- Variations to fulltime enrolment
- Student enrolments commencing part way through the academic school year.

Applications are required in writing and subject to the discretion of the Principal, whose decision is final.

Enrolment Contracts

At the time of accepting an offer of enrolment from the College, both parent(s) / legal guardian(s) will be asked to sign the Enrolment Contract. The Enrolment Contract binds all parties jointly and severally for the payment of school fees.

Change of Parental and Family Status

Family Court orders do not change the contractual arrangements of the Enrolment Contract, that is, all signatories to the Enrolment Contract remain jointly and severally liable unless a new contract is negotiated between the College and the parents.

Recovery of Outstanding Debts

Parents experiencing difficulty meeting their payment obligations are urged to contact the College Business Manager to discuss the options available. Failure to achieve a satisfactory negotiated outcome may compromise a student's ongoing enrolment and may also result in legal action being taken to recover monies owed.



Appendix

Fee Reductions

Special Circumstances and Application Procedures

In certain circumstances families may apply for a pro-rata reduction in fees.

Families experiencing financial difficulties

Where hardship is encountered, parents / legal guardians are to complete an **Application for Concession** form, available from the Business Manager. The rights and obligations attaching to the concession process are outlined during a meeting with parents and the Business Manager.

Families can be assured that their application will be considered with the highest level of confidentiality, sensitivity and care. The College's response to requests of this nature will be at the discretion of the Principal and the College's Finance Committee (where appropriate), on the understanding that the arrangements will be negotiated annually and the financial situation of the family updated at that time. It is expected that families will also respect the confidentiality of any such discussions and resulting arrangements.

Absence of a student due to extended illness

Where a student is absent from school for one term or more due to prolonged illness or injury, some form of fee reduction may apply. The level of reduction will be determined by a number of factors including the length of absence, the nature and the level of ongoing support provided by Catholic Ladies' College for the student's learning and wellbeing. All requests for fee reduction due to such circumstances must be made in writing to the Principal. Cases will be considered on an individual basis.

Withdrawal of a student during the year (pastoral reasons)

Parents of students withdrawn for pastoral reasons may apply to the Principal for exemption from the provision of one term's notice.

Variations to fulltime enrolment

A student whose learning program is determined to be part time may apply for a reduction of fees. The level of reduction will be determined on an individual basis, and takes into account of the number of subjects, the number of days attended and the level of support for the student provided by the College. Requests for fee reductions in such circumstances must be made in writing to the Principal. Students enrolled in VCAL are not considered part-time students.

Long-term leave of absence

For students who will be absent for two terms or more, with an expected year of return, a place will be held, provided the parent / legal guardians provide a minimum of one term's notice in writing to the Principal and the outstanding fee account is paid in full. A non-refundable holding deposit of 10% of composite fees is payable and will be credited against future fees.

Catholic Ladies' College is not able to offer any fee reductions to families in the case of an absence due to overseas travel unless it can be demonstrated fees are being paid for an approved exchange program.

Student enrolments during the school year

Families who enrol a student during the school year will be charged Composite Fees and Family Levies on a pro-rata basis. Subject levies and booklist items are charged in full.