



PREAMBLE

The College Council has the task of setting the fees for St Columba College. A review of College fees will be conducted at least annually to ensure that proper planning and budgeting can occur. Every effort will be made to assist families in meeting their commitment to pay College fees. Generous discounts are available to families who qualify for the School Card scheme. Other families experiencing difficulties with fees are invited to discuss their concerns with the Principal or Business Manager.

College fees are essential to the overall success of the educational program at St Columba College. Upon enrolment, every family enters into an agreement with the College to meet their commitment regarding the payment of school fees.

Every endeavour will be made by the College to ensure that the method of fee collection is just to individuals and the collective community.

1. Tuition Fee

The Tuition Fee contributes toward such costs as salaries and the provision of services. The fee is charged in Week 2 of each term, and is expected to be settled by Week 4 of each term. Tuition Fee reductions are available to families eligible for the School Card scheme.

2. Resource Fee

The Resource Fee covers the cost of books, stationery and resources required in the classroom. It also contributes to the various resources required for the children. The fee is paid during the book selling days before children commence school.

3. Capital Fee

The Capital Fee contributes to the development and debt servicing of the College and to capital maintenance of the buildings and grounds. This fee is charged on a family basis and is billed with the Tuition Fee Account.

4. Building Fund - Tax Deductible

A Building Fund exists where families can make voluntary contributions towards the development of the College. All contributions made to this fund are tax deductible, and are additional to the Capital Fee.

5. School Card Scheme

Parents eligible under this scheme are encouraged to apply at the beginning of each year. Families qualifying for the scheme are entitled to 'School Card' which gives benefits towards the cost of the Resource Fee. Substantial reductions on Tuition Fees are also available for School Card holders. Families experiencing difficulties with fees should contact the College Secretary to make a time for a confidential discussion with the Principal or Business Manager as soon as possible.

6. Other Fees and Charges

Excursions, Camps, Retreats and other non curriculum activities may require payment exclusive of the school fees and will be billed accordingly throughout the year when a cost has been finalised.



7. Collection of Fees

Methods of Payment Available

- Payment by Cheque
- Payment by Cash
- Payment by Credit Card
- Payment by Direct Debit/Centrepay/BPAY
- (all additional fees incurred to be met by the individual **not** the College)

Arrangement of Payment

- Up front payment of all fees at the beginning of the year and receive a 5% discount
- Payment by instalment via Direct Debit/Centrepay/BPAY

Method of Payment is to be arranged before the beginning of each year. All families will be notified of the Fee Schedule for the next year after they are ratified at the November College Council Meeting.

Direct Debits will be subject to automatic annual increases equal to the percentage of fee increases approved by College Council. Any increases will automatically be applied to Direct Debit amounts in January (including any outstanding balances.)

A fee of \$10 will be charged for each Direct Debit dishonour.

The cancellation of Direct Debits should be made direct with the College. Upon exiting of any student the College will cancel the Direct Debit after all final charges have been processed and all outstanding balances have been paid in full. Any credit balances on accounts will be refunded to parents/caregivers.

8. Procedure for the Collection of Late Fees

It is an expectation that all families will contribute to the financial viability of the College by paying the agreed College fees by the **DUE DATE**. If the fee is not paid by the due date and no contact has been made with the College for an alternative arrangement, the following procedure will occur:

1. An account is rendered and letter 1 will be sent in Week 5.
2. Letter 2 will be sent in Week 7.
3. If no response is received to step 2, a phone call requesting an interview will be made. This interview should clarify the reason why fees have not been paid, and negotiate a position acceptable to both parties. Formal advice should be given to the family, stating the following:
 - Failure to comply with the negotiated agreement will result in the account being sent to debt collection without further consultation.
 - Upon legal debt recovery procedures being implemented, all expenses incurred in recovering debts through professional debt recovery organisations including commission charges and legal expenses will be payable by the parents/caregivers.
4. If the debt collection process is unsuccessful, the Finance Committee will consider cancellation of the enrolment at the end of the year. This step will be taken only in cases where no other means of resolution is possible, and there is either complete refusal to pay or continuing lack of care in meeting the agreed payment procedures.



Ongoing Fee Payment for Bad Debtors

The College will insist that any family whose account has proceeded to debt collection will be obliged to pay future fees term by term in advance until debt with the debt collection agency is cleared.

9. Enrolment Termination

The College requires one term's notice in advance in writing to the Principal before removing a student from the College. If such notice is not given, the applicable fees for the full term will be charged.