COLLEGE FEES AND CHARGES POLICY

COLLEGE VISION
At Rupertswood we proclaim our belief in the Kingdom of God, in Jesus Christ as its herald and in His gospel as the words of eternal life. We seek to be reconciled and to live as the pilgrim People of God empowered by His Spirit, celebrating the Resurrection around the table of the Eucharist.

We strive to be examples of Don Bosco’s living charism - implementing the ‘Preventive System’ fostering the growth of the whole person in an atmosphere of reasonableness and kindness, committed to creating a climate where people know that they are loved and esteemed - a true Family Spirit.

It is our responsibility to provide a comprehensive education which integrates faith, history, knowledge and culture and we accept the task of developing in our young people a desire for achievement, a sense of happiness and a readiness to serve, so that they can take their place in and influence Australian society by living out the values of the Gospel as passed down in the tradition of the Church.

We value the unique beauty and history of our College where, during the days of the Dreaming, in Colonial times and since the first foundation of the Salesian, young people have learnt about their place in the world, the traditions of their people and the importance of the Spiritual.

PREAMBLE
Salesian College is an open community committed to nurturing an educational environment which values each member of the community, their relationships based on Gospel values, their commitment and expertise. The purpose of the Salesian College Fees and Charges Policy is to

POLICY AIMS
School fees and charges are a necessary source of revenue to supplement Government Grants received by the College. Salesian 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. Unfortunately, the College cannot be solely reliant on the funding from Commonwealth and State Recurrent Grants as this only provides about two thirds of the College’s annual costs

GUIDING PRINCIPLES
On an annual basis, the Schedule of Fees and Charges is reviewed by the College’s Finance Committee to consider school fee increases for the following year. A recommendation is made to the College Council who takes the following factors into account before ratifying any fee increase:

- The College Vision and Mission Statements
- Educational aims and objectives of the College and the Salesian Society
- The level of Private Income necessary to provide and maintain existing services
- Levels of funding from both Commonwealth and State Governments
- An evolving curriculum and changes in technology
- The College’s Capital Improvement programme
- Student enrolments and long term Financial Forecasts
- The financial capacity and economic resources of the families within the College community
- That a legal, moral and responsible position be shared within the College community
- Changes and modifications to Industrial Awards
- Movements in the Consumer Price Index, especially the Education sector, and general fluctuations in costs and prices.
POLICY DETAILS

THE ANNUAL REVIEW (PROCESS AND TIMING)
The Schedule of Fees and Charges is to be reviewed each year by the College Council as part of the annual budgetary process. This review will encompass the structure of the ‘Schedule’ along with an assessment of the appropriateness and level of each listed fee and charge, and the frequency of instalments to be applied for the ensuing academic year.

PUBLICATION OF THE POLICY AND THE SCHEDULE
A complete copy of the College Fees and Charges Policy will be available, on request, to all members of the College Community. In addition, it is deemed appropriate for a summary of the Policy to be included with the Schedule of Fees and Charges, attached to the College Prospectus, reiterated at the various Orientation Meetings, and advised to families prior to the start of each school year.

Following the annual review the amended Schedule of Fees and Charges will be published as soon as practicable in the College Newsletter. A copy of the schedule will also be attached to the re-enrolment form and included along with information provided to parents at Orientation functions.

APPLICATION FOR ENROLMENT
An Application Fee, as quantified in the Schedule of Fees and Charges, is required to accompany each application for enrolment of a prospective student. This fee is non-refundable and is to cover registration of each application in the school database and the assessment processes including interview.

ACCEPTANCE OF ENROLMENT
Following assessment of all applications, an offer of enrolment will be made in accordance with the enrolment selection policy and subject to the available vacancies at the College. To accept an offer of enrolment requires payment of a non-refundable Acceptance Fee, as specified in the Schedule of Fees and Charges, and completion of the acceptance documentation by the responsible parent/s or guardian of the child.

This payment confirms acceptance by the parents/guardian of the offer of enrolment, and is also recognised as accepting responsibility for all the fees specified in the ‘Schedule’ for the period of enrolment of their child at the College.

It should be noted that enrolment at the College is not confirmed until the acceptance fee is paid, and the student enrolment is conditional upon, amongst other factors, acceptance of the fee structure.

SCHEDULE OF FEES AND CHARGES
The Schedule of Fees & Charges contains a summary of all the compulsory tuition fees and charges applicable at ‘Rupertswood’ and is reviewed on an annual basis.

Salesian College offers a six year educational package equalised over all school years and over all subject areas, and is referred to as the ALL INCLUSIVE Fee.

The ALL INCLUSIVE Fee includes internal Vocational Educational Training (VET) courses and COMPULSORY Year, Program or Subject EXCURSIONS. The Schedule of Fees & Charges lists those items included in the ALL INCLUSIVE Fee.

External (VET), and optional or non-compulsory camps, trips or programs DO NOT form part of the ALL INCLUSIVE Fee. These items will be invoiced separately to family fee accounts and the Schedule of Fees & Charges lists examples of such items which are categorised as OTHER LEVIES AND CHARGES.

One Tenth of the ALL INCLUSIVE Fee is levied in advance to provide the necessary cash flows to fund resourcing for those students returning the following year. The remaining component (nine tenths) is levied at the beginning of the school year.
All Resource Materials, which includes books, uniforms and other items, are not supplied by the College and it is incumbent on parents and guardians of students to fund such materials.

**ACCOUNTS FOR SCHOOL FEES AND OTHER LEVIES**

One Tenth of the ALL INCLUSIVE Fee is levied in advance, usually in September.

The remaining component (Nine Tenths) is levied at the beginning of the school year.

Other Levies and Charges may be invoiced at or about the time the good or service is provided, on a term basis or may be invoiced in advance. In some cases, it may be required that payment is received in advance prior to the student partaking of any optional camp, trip or program.

The One Tenth ALL INCLUSIVE Fee will be issued at the time of re-enrolment. This invoice will accompany the re-enrolment form issued in Sept/Oct for existing students who are to return in the following year. New students will also receive an invoice at this time, or at the time of their enrolment for later intakes. Payment of One Tenth of the ALL INCLUSIVE Fee in advance will retain a place in the following year and provide funds to purchase class and student requisites prior to the commencement of the new school year.

All accounts will be enveloped and mailed to the billing address provided for each family, or handed to the students to be passed on to their parent or guardian. The College Newsletter and Web Site will also be used to inform families about the timing of fee charges and the due dates for payment.

**PAYMENT OF SCHOOL ACCOUNTS**

All invoices issued for fees and levies are due for payment within 21 days from the date of issue, unless an agreed plan is in place. The College offers alternate payment plans including monthly instalments and requires families to make a commitment as to their payment method at the time of the annual enrolment or re-enrolment. This normally occurs in January.

The method of payment can be by EFTPOS, credit card or via a direct debit from a personal bank account, cash or cheque. Receipts will be issued for all cash payments at the time they are received at the College.

**FEE ASSISTANCE**

Families who are in financial difficulties, either short or long term, or where their circumstances warrant special consideration are advised to contact the College to discuss their situation.

All applications for financial relief should be directed to the Business Manager. Where appropriate, a confidential interview will be arranged with the parent/s to assess their financial means. Appropriate documentation may be required to allow each case to be fully assessed.

A number of alternate payment options exist including:

- An alternate frequency of payment (monthly, fortnightly or weekly)
- Deferred payment plan
- Reduction or remission of fees and charges

All families make sacrifices to provide for the education of their children at Salesian College ‘Rupertswood’, and those families who are afforded some financial relief may be expected to support the College in some other form (eg. canteen assistance, fund raising or other volunteer work at school).

**RESPONSIBILITY FOR PAYMENT**

Parents and guardians who enrol children 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 individual who enrolls the student and signs the respective enrolment form, without the written consent of the third party.

**OPTIONAL AND NON-COMPULSORY ACTIVITIES**

The students of families who receive fee assistance or who have arrears with their current school fees are not permitted to participate in optional or non-compulsory camps, trips or programs. In some cases, it may be a requirement that payment is received in advance.
Where the non-compulsory activity is an External VET Course, whilst it is expected that fee accounts are up to date, the Principal may allow participation where there are unique circumstances on a one off case by case basis. Some courses within the external VET program are very expensive and 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.

**Sibling Discounts**
Families with more than one student enrolled concurrently at ‘Rupertswood’ will receive the following discount on the ALL INCLUSIVE Fee:

- Second child 10%
- Third child 20%
- Fourth child 100%

**Education Maintenance Allowance**
A parent or guardian of a student up to the age of 16 years who holds a current Pensioner, Health Care or TPI (Veteran’s) Card may be eligible for the State Government subsidy called Education Maintenance Allowance (EMA). The nominated student must be listed on the current card issued to the parent/guardian. Application forms are available at the College and the current Concession Card must be presented at the College at the time of lodging a claim for payment. All EMA payments received at the College will be credited to the family's fee account.

All families who receive the EMA allowance are encouraged to apply for a concession on their school fees.

**Refund (or Pro Rata Adjustment) of School Fees**
In some cases a student will commence studies at the College part way through the year, or will cease at the College before the end of the school year.

Early withdrawal from a course will only become effective upon receipt of written notification from the responsible parent or guardian. This notice should provide at least one month notice of the pending withdrawal and may give rise to a partial refund or fee remission on the ALL INCLUSIVE Fee only. The following amounts are PAYABLE, after refund or remission, where withdrawal occurs during the following terms:

- Term 1 – 25%
- Term 2 – 50%
- Term 3 – 75%

The full amount of Other Charges and Levies is payable where enrolment is withdrawn after commencing the year’s course and the College is not able to fill the place that was reserved for the departing student or recoup costs in some other way.

A student who is enrolled and commences at the College after the normal starting date will be charged fees and levies on a pro-rata basis, using the above terms for the ALL INCLUSIVE Fee. Other levies and charges will be charged on a pro-rata basis depending on weeks missed and using 40 weeks as the normal base.

Salesian College ‘Rupertswood’ offers a broad range of courses at all levels (Years 7 to 12) on a full time basis. There is no provision for part time studies, except in special or unique individual circumstances. Students who elect to study less than a full load and those whose course content does not require 5 days a week on campus (i.e. for VCAL, VET or other alternative pathways) will not be eligible for reduced fees or levies. The amounts listed in the ‘Schedule of Fees and Charges’ will be applied as a normal matter of course. In all cases, unique circumstances may require the Principal to vary the fees for a particular student on a ‘one off’ situation.

**Exchange Students**
On the occasions when an exchange student is attending Salesian College, fees will not be charged for the exchange student provided that a Salesian College student is involved in the exchange program at that time. It is assumed that a Salesian student would, in return, be hosted by the exchange school, and therefore the normal school fees and charges for the Salesian student would continue to be paid. For other occasions when an
exchange student is sponsored by an organisation, such as a Rotary Club, and there is not a reciprocal arrangement in place, it would be expected that relevant school fees will be paid by the sponsoring organisation or club.

**COLLECTION OF OVERDUE FEES**

School fees not paid 28 days after having been issued on invoice are classified as overdue, unless an agreed alternate arrangement for payment has been negotiated with the College. An Overdue Account and a Rejected Payment Charge, as specified in the *Schedule of Fees and Charges*, may be applied where payment is not received by the due date or is rejected by the College’s Bank. The following steps will be instituted to follow up payment to settle the outstanding balances.

**Current Student Debts**

<table>
<thead>
<tr>
<th>Day One</th>
<th>Invoice is issued containing fees and charges due</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 28 days</td>
<td>After Due Date, a reminder is issued as ‘Account Rendered’</td>
</tr>
<tr>
<td>After 42 days</td>
<td>Account Rendered with an Overdue Charge Warning</td>
</tr>
<tr>
<td>After 49 Days</td>
<td>A telephone call is made as a friendly reminder</td>
</tr>
<tr>
<td>After 56 Days</td>
<td>Account Rendered with an Account Charge applied</td>
</tr>
<tr>
<td>After 63 days</td>
<td>First letter issued asking parents for payment or to contact the College - in default an account charge will be applied</td>
</tr>
<tr>
<td>After 77 Days</td>
<td>Second letter is issued advising that, after 7 days, the account may be placed with a Collection Agency unless action is taken to settle. It will also be noted in this letter that the student's enrolment is under review</td>
</tr>
</tbody>
</table>

**Past Student Debts**

<table>
<thead>
<tr>
<th>End of year</th>
<th>First Letter sent seeking payment or a meeting to arrange a payment plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 21 days</td>
<td>Second letter advising that, after 7 days, account may be placed with a Collection Agency unless action is taken on the account</td>
</tr>
<tr>
<td>After 35 days</td>
<td>Matter referred to Collection Agency</td>
</tr>
</tbody>
</table>

**USE OF A COLLECTION SERVICE**

When the collection of fees through the internal process of letters and personal contact has failed to produce a positive response, a collection agency or legal firm may be used. 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 payment arrangements to settle the account.

**LEGAL ACTION AND/OR COURT PROCEEDINGS**

Court proceedings may be deemed necessary to pursue funds from the families of students who have left the College if fees are outstanding. The Business Manager would assess each case and make a recommendation to the Principal for approval of any such action.