



TUITION FEE POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

PURPOSE

Salesian College Sunbury (the College) will set fees at a suitable level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve.

The College Board will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the setting and collection of fees thus ensuring the financial well-being of the College and balanced enrolments.

It is the responsibility of the College's Finance department with oversight from its Finance & Audit Committee to ensure all reasonable steps are taken to enable the collection of fees/levies and will review outstanding accounts on an ongoing basis. This committee reports to the College Board the status of fee/levy collection.

Tuition fees are set by the Finance and Audit Committee and endorsed by the College Board on an annual basis.

POLICY

This Fee policy should be read in conjunction with the Tuition Fees, Levies and Charges Guidelines as the basis for how the College reviews, sets and collects tuition fees and communicates with families.

SCOPE

This policy applies to all students enrolled at the College.

FEE METHODOLOGY

The College understands that Catholic school education is a significant investment for families and appreciates the commitment that families make to ensuring fees are paid in a timely manner. The College Tuition Fees are designed to be a singular education cost applied equally across all year levels. Additional charges may be applied for costs specific to optional activities.

Financial hardship applications to assist families should be directed to the Strategic Director- Business, Finance and Operations for consideration and approval of arrangements.

SUMMARY OF FEES PROCESS

The College's Fees Management Process consists of the following:

1. Invoice & Statement sent to families with account for the full year in February.
2. Instalments will be payable by week 4 of terms 1, 2 and 3 unless an alternative a Direct Debit arrangement is in place by agreement.

3. Letter and reminder sent to outstanding account holders end of week 7, terms 1, 2 and 3 requesting full payment within 14 days or contact Finance Team to set up personal arrangements.
4. Personal contact from the Registrar and Finance team at the end of week 9 inviting the parent/caregiver to attend an interview. Failure to respond within 7 days will result in referral of the account to the Debt Collection agency.
5. Refer to Debt Collection agency after week 10, where no payment agreement/payment schedule has been confirmed or application of financial hardship has been made to the Strategic Director – Business, Finance and Operations.

FEE STRUCTURE

The College will set an annual tuition fee each year comprising:

- Tuition Fee
- ICT Levy
- Material and subject-specific charges where applicable
- Bus transport fee where applicable

The Tuition Fee is a singular fee across all year levels. As an example, your Tuition Fee covers compulsory expenses such as:

- Camps
- Excursions
- Feast Days
- Sports and gym equipment
- Classroom resources
- Specialist subject materials and equipment

Pro rata tuition fee for students commencing during the school year may be considered.

APPLICATIONS & ADMISSIONS

Application for entry into the College must be submitted via the College website or through our enrolment registrar. Applications can be submitted through our website's "Enrolments" tab and click on "Apply Now" in the drop-down list. A non-refundable Application Fee is payable on lodgment. At this time the student's name will be registered as an Applicant for entry into the College.

ENROLMENT & RE-ENROLMENT

Enrolment applications are subject to the outcome of an interview conducted by the Principal or nominee.

Subject to the outcome of the College's interview process, Enrolment Policy and place availability, a formal offer of a place will be made. At this time parents/guardians are required to complete, sign and submit the Education Enrolment Contract and lodge the Confirmation of Offer Fee. The Confirmation of Offer Fee is not refunded if you subsequently decide not to proceed with the enrolment, however, will be refunded upon request within six months of concluding at the College, otherwise this will be considered to be a donation to the College.

Toward the end of Term 3 parents/guardians are required to complete a School Intentions survey for the following year indicating their intention for the student's place to be held or give notice of their intention to withdraw. This ensures one full Term's notice of intention to withdraw as per requirements cited in the College fee policy.

FEE LOCKING

Where a parent or guardian elects to pay multiple years in advance, the tuition fee, levies and charges shall remain capped at the base year level for the duration of the payment i.e. increases to fees will not apply, for example if a parent or guardian elects to pay 2027 tuition fees, levies and charges in advance, then the tuition fees, levies and charges shall remain set at the 2026 level until the conclusion of 2027 if full payment for the two years (2026 and 2027) is received by 28 February 2026. Fees can only be locked by families with students currently at the College and not entering in

future years.

REFUND OF COLLEGE TUITION FEES ON TERMINATION OF ENROLMENT

If for any reason a student decides to leave the College, adequate notice is required. The College Registrar needs to be given one full term notice, failure to do so will result in a \$500 insufficient notice charge at the date of notification. The ICT levy and Building levy are non-refundable and must be paid prior to the student leaving the College.

FAMILY DISCOUNTS

For families with more than one student enrolled concurrently at the College, we offer the following student discounts:

- 10% on Tuition Fees for the second student concurrently enrolled full time
- 20% on Tuition Fees for the third or more students concurrently enrolled full time

DEFINITIONS

See 'Glossary of Terms' for full list of definitions.

RELATED DOCUMENTS

Fees & Charges Guidelines and Schedule of Tuition Fees, Levies and Charges Document.
Glossary of Terms

POLICY INFORMATION

Responsible director	Strategic Director - Business, Finance and Operations
Policy owner	College Board
Approving authority	College Board
Assigned board committee	Governance and Policy
Committee Approval Date	15/05/2026
Board Approval date	25/05/2026
Board Next Review date	25/05/2028
Publication	Schoolbox; Website

POLICY DATABASE INFORMATION	
Assigned framework	MS1-Governance; CA10-Finances
Superseded versions	2026 v1