Fees Policy

Introduction

Mt St Michael's College (‘the College’) serves students from families who demonstrate a commitment to the Catholic Faith and/or Catholic Education. The College is committed to ensuring that its educational community endeavours to be a Christian community.

Scope

This policy is to be read in conjunction with the College Enrolment Policy.

Definitions

In this policy, the following terms are defined as:

College Fees refers to all tuition fees, levies, both subject and other, and any other charges in relation to activities associated with the student’s attendance at the College.

Enrolment Application Fee is the administrative fee submitted with the Application for Enrolment form. The amount of the fee will be set from time to time by the Board.

Enrolment Confirmation Fee is the fee payable at the time the enrolment is confirmed. The amount of the fee will be set from time to time by the Board.

Enrolment Commitment Fee is a fee for Year 8 students required to be paid in the year prior to commencement at Mt St Michael’s College.

Parents/guardian/carer means the person(s) charged under law with the legal responsibility for the long term interests of the student (usually parents).

Principles

• In line with the mission of the Mary Aikenhead Ministries, the College is committed to ensuring the fees, levies and charges are fair and equitable and incur the minimum liability to parents and guardians while ensuring the financial viability of the College.

• In line with the mission of the College the financial capacity of the parents or guardians will not be the sole criterion for initial or continuing enrolment at the College. The College will take into account the financial position of the family together with any other relevant financial choices made in assessing the financial capacity.

• Confidentiality and the dignity of the family will be maintained in all matters pertaining to the collection of fees.

• College Fee statements will normally be issued at the commencement of each Term and will be due and payable by the end of Week 4 of each Term. Parents / Guardians who are unable to pay by the due date are to contact the Fees Coordinator promptly to arrange a suitable payment plan.

• Unless otherwise agreed, both parents / guardians will be jointly responsible for the payment of College Fees.
• College Fees will be set by the College Board on the recommendation of the College Finance Committee and are based on budgetary estimates for the following year.

• One Term’s notice is required for withdrawal from the College. Should this not be given, one Term’s fees are to be paid in lieu.

• Students commencing during the Term will be liable for payment of the full Term’s fees.

• An Enrolment Application form is required for all students applying for admission to the College.

• Once the Enrolment Application has been successfully processed an offer will be forwarded to the parents or guardians of the student. To accept the offer of enrolment, the parents or guardians must sign and return the offer document with the Enrolment Confirmation Fee to the College.

• The Enrolment Commitment Fee is a fee for Year 8 students required to be paid in October in the year prior to commencement at Mt St Michael’s College. This fee will be off-set against Term 1 fees of Year 8. If, for any reason, the student does not commence at the College, this fee is non-refundable.

• It is College policy that parents / guardians will not be permitted to enrol their student(s) in discretionary (extra curricular) school activities which involve a significant cost, unless the agreed College fees have been paid.

• In rare circumstances of financial hardship it is important that the College is advised immediately so that compassionate considerations can occur.

• In fairness to those parents / guardians who pay College Fees on time it is unreasonable for families to ignore fee accounts or fail to contact the College promptly. The College will follow up all overdue College Fee accounts. On each occasion the College has cause to issue a notice concerning outstanding fees, an administrative charge of $50 may be applied.

• If the College can not resolve any outstanding fees, debt collection and recovery action will be taken.

• The College reserves the right, when necessary, to withdraw enrolment or re-enrolment from a student when:
  - fees are outstanding from a previous period;
  - agreed commitments for the payment of College fees have consistently not been met;
  - there is ongoing discourtesy in relation to the payment of fees and refusal to develop a sustainable payment plan.

**REVIEW**

This policy will be reviewed at least every 2 years.

13 March 2012