

Fees and Charges Procedures

Policy

The following Procedures are provided to assist staff in the responsible and equitable management of College fees and charges. They are to be applied in the context of the Mount Carmel College Fees and Charges Guidelines and the Mount Carmel College Terms and Conditions of Enrolment. The Procedures are premised on the College Vision Statement.

Mount Carmel College requires fees and charges to be paid in accordance with the Fee Schedule and the payment plan agreed to by each family. Families may be released from this requirement if formal arrangements for assistance have been put in place in response to an Application for Fee Reduction.

Enrolment Fees

- A non-refundable enrolment fee of **\$100** per student is required when an enrolment is accepted.
- This fee will be deducted from future fee accounts for the respective student.
- This fee will partly address administration costs.
- As per the Mount Carmel College Vision Statement, and the College's commitment to providing equity of access to Catholic education, an applicant's inability to pay the enrolment fee will not jeopardise their successful enrolment.

Methods of Charging Fees

- Invoices are issued early in Term 1 of each year for the full year fees. A single invoice will be issued for all students for which the parent/carer is responsible and including all fees. Current fees are outlined in the Fee Schedule.
- Fees are charged over ten monthly instalments from February to November each year.
- Monthly accounts are sent out in the first week of each month.
- Accounts are emailed, unless other arrangements are made with the College Business Manager.

Fee Discounts

The following discount is applied to the total tuition fees charged to families who have more than two children attending Tasmanian Catholic Schools:

- 3 children 10% of tuition fees
- 4 children 20% of tuition fees
- 5+ children 30% of tuition fees

An Early Bird Discount applies for payments of the annual fees and levy account, prior to the end of March in a given year. The discount equals \$100 per enrolled student.

Payment of School Fee Accounts

- Payments can be paid in the following ways:
 - in person at the College Office
 - by Bpay
 - by Direct Credit
 - by EFTPOS facilities
 - by mail
 - by Direct Debit
 - by Centrepay
 - by BPoint via the College website
- A regular payment plan must be agreed to by each family. It is preferable that a direct debit or credit payment plan is arranged at the time of enrolment.

Fee for Late Commencement or Early Departure

Subject to the minimum notice requirements for withdrawing a student, tuition fees will be pro-rated to the nearest week, including any partial weeks of attendance as full weeks.

- For example, in a school year with 40 weeks, if a student commences on Thursday of the 12th week, the amount of tuition fees owing will be pro-rated to 29 weeks. In this example the amount payable would be 72.5% of the full year tuition fee (because $29 \div 40 = 0.725$).

For students commencing study, tuition fees will also be pro-rated to the nearest week, including any partial weeks of attendance as full weeks.

Notice of Withdrawal

Parents are requested to provide written notice of withdrawal of a student to the Principal. The required period of notice is at least ten school weeks (one term) prior to the withdrawal of the student. Where notice is not provided, full tuition fees may need to be paid to the school for the number of school weeks where notice was not provided. This includes withdrawal prior to the start of the school year.

The notice period may be reduced or waived in special circumstances, with the final decision regarding the reduction or waiving of this fee at the discretion of the Principal.

Collection of Overdue School Fee Accounts

- In the event that an account is overdue for payment, administration staff will issue reminder notices, make phone calls, or send follow up letters which seek an explanation for the late payment.
- If parents/carers express difficulty in meeting financial responsibilities, they are asked to speak to the Business Manager and complete an Application for Fee Reduction form.
- An application will be assessed by the Business Manager and the Finance Committee and approved by the Principal. Some applications will be referred to the Finance Committee for a final decision. All applications will be treated confidentially.
- Applicants may request a meeting with the Business Manager to discuss what actions need to be taken.
- The information provided to applicants is to detail the variety of ways in which they may be assisted:
 - deferred payment arrangements;
 - remission of fees; or
 - fees distributed over a 12-month period.
- Once the decision is made, the applicants are to be informed in writing of their agreed responsibility and the College expectations.
- The College will contact the applicant annually to request an update in relation to their ability to meet their financial responsibilities and to confirm if the current assistance arrangements will remain in place or if alternative arrangements will be made.
- If fees and charges are not paid in accordance with agreed arrangements the College will instigate discussions and negotiations with the parents/carers. If necessary, and as a last resort, the Principal may authorize the use of a collection agency. This requires direct negotiation of terms between the parent/carer and the collection agency, to ensure settlement of the account.

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