FEES POLICY

RATIONALE

Under the Articles of Association, the Board of Monte Sant' Angelo Mercy College Limited is committed to the provision of Catholic educational services for girls. In order to meet this commitment it is the responsibility of the Board to ensure that sufficient funds are available to meet the present and future financial obligations of the College.

The major sources of funds for the College are fees charged for the provision of educational services and Government grants.

PURPOSE

To set out the principles under which the College determines and sets the annual fees and how the Principal, Director Finance and Resources, and staff will administer the fees of the College and collection thereof in a consistent and equitable manner.

DEFINITION

'Fees' refers to all charges for educational provision, including tuition fees, iLearn program cost, co-curricular charges, and student activities – such as camps and excursions.

RELATED POLICIES AND GUIDELINES

- Enrolment Policy
- Bursaries Policy
- MSAMC Advance School Fees Option
- Fees, Billing and Collections Guidelines

1. PRINCIPLES AND PROCEDURES – FEE SETTING

1.1 Fees are determined annually by the Board.

1.2 Fees must be set at a level that provides sufficient funds to ensure the support of the Strategic Objectives and Priorities of the College, incorporating the goals of the Strategic Vision, taking into account, but not limited to, the following considerations:

a) Generation of sufficient reserves and resources for future sustainability, reinvestment, facility development and maintenance;

b) Forecast levels of future Government funding;

c) Alignment with the Long-Term Financial Model of the College;

d) Staff Multi-Enterprise Agreements;

e) Assessment of available benchmarking data to compare relativity with like schools; and

f) Retention of an adequate cash reserve to deal with short-term, adverse financial events.

1.3 Fees must be set at a level that allows the College's activities to be sustained in the future as well as in the current year. This should ensure that the level of fees does not vary significantly from one year to the next, thereby providing parents / carers with more certainty about the level of fees they can expect to incur over the period that students will spend at the College.

1.4 Fees should be determined based on:

1.4.1 **justice** which means a fair sharing of the costs that the College incurs in providing educational services for each year;

1.4.2 **compassion** which means deviating from the principle of equity in order to support those parents / carers who, after initially meeting their obligations and, as a result of misadventure, no longer have sufficient financial resources to meet either all or part of their share of the fee burden;

1.4.3 **sustaining** the College's activities in a commercial environment; and,

1.4.4 **intergenerational responsibility** which means that all families share in the ongoing funding of College resources.

2. REMISSIONS AND DISCOUNTS

2.1 Remissions and payment flexibility of tuition fees may be considered in order to assist parents / carers who experience change in financial circumstances

There is a compassionate process for those parents, who through genuine financial hardship are unable to pay all or part of the College fees. Such cases are considered by the Principal and the College Bursary Committee. Confidentiality is assured and documentation will be required.

2.2 Where remissions are offered to parents/carers suffering financial hardship, the Board will establish financial and other criteria to ensure that such remissions are provided on an equitable basis. These criteria will be designed to ensure that those in most need receive priority access to assistance.

2.3 Parents / carers may be asked to provide to the College a Certified Statement of Assets and Liabilities to support any circumstances and requests;

2.4 Discounts to the standard fees are provided;

- through Bursaries granted to families in financial need;
- to provide incentive for parents / carers to pay fees in advance (refer to MSAMC Advance School Fees Option);
- to assist parents / carers with more than one student at the College; and.
- to provide scholarships for students who meet the scholarship criteria.

The extent of the total discounts and fee relief which are to be given in any year will be determined by the Principal, in consultation with the Board, as part of the annual fee and budget exercise.

3. PROVISION OF INFORMATION ON FEE ISSUES

To ensure the efficient administration of the College's Fees Policy, it is important that the parents / carers of both current and prospective students be kept fully informed about the key principles of the Fees Policy.

3.1 At the time of Confirmation of Enrolment, parents / carers will be:

3.1.1 informed of the extent, known at that time, of the financial commitment to which they will be exposed to for the time that a student will spend at the College. This commitment goes beyond the fees and extends to the expenses of non-compulsory, co-curricular activities in which the student will participate;

3.1.2 informed of the College's Fees Policy with particular emphasis on the consequences of the failure to meet their obligations fully over the period that a student will spend at the College;

3.1.3 required to sign the Confirmation of Enrolment Contract which includes an agreement to be severally and jointly responsible for the payment of all fees and charges relating to their daughter's enrolment at the College. This includes additional charges incurred with the consent of either parent;

3.1.4 offered advice regarding the ways they can meet their obligations in the future.

3.2 At the commencement of each academic year, the Chair of the College Board will advise parents / carers of the tuition fee levels for that year, as set by the Board.

3.3 Parents/carers will be kept regularly informed of major changes to the Fees Policy to assist them in managing their individual situations over time.

4. PAYMENT OF FEES

The payment of fees will be carefully monitored. The College supports equitable principles regarding the payment of school fees. It is a condition of acceptance of each child into the College that parents / carers meet their obligation to pay school fees on time.

4.1 All College fees are payable in advance of the Fees Due Date, applicable to the payment method / arrangement selected.

4.2 The College fees will be set out in a Statement of Fees issued at the commencement of each term.

4.3 If a family believes that they will be unable to pay the fees by the Due Date, they should contact the College Finance Manager before the Due Date to discuss the matter.

4.4 Late payers will be promptly notified that they are in arrears.

4.5 If the parents / carers do not commit to paying the arrears immediately, the parents / carers will be asked to explain the reason for their inability to pay in a timely manner and their individual circumstances will be assessed against the criteria for remission of fees.

4.6 If they do not meet the criteria, the parents / carers will be subject to the procedures governing the non-payment of fees.

4.7 Once a student has commenced at the College, the Principal must be given, in writing, a term's notice of the withdrawal of a student. A term's fees will be charged in lieu of notice.

4.8 No remission of fees either in whole or in part will be given should the Student be absent from the College for any reason, nor if a student leaves during a term. The Principal may apply discretion to this policy in special circumstances.

5. THE NON-PAYMENT OF FEES

The Non-Payment of Fees shall be handled at the discretion of the Principal and be consistent with the values of the College and principles of item 1.4 of this Policy.

All fees are payable by the due date unless prior extension of time has been granted under a formal agreement with the College. Any application for such extension will be approved / accepted by the Principal, in consultation with the Director Finance and Resources, on behalf of the Board.

The College recognises that, at times, families may not be able to fully meet their commitment to pay fees and accordingly offers all parents / carers every opportunity to make arrangements with the College and meet the obligation of paying the appropriate fees.

A formal process has been established to monitor and resolve issues arising from the non-payment of fees, as outlined in the College's Fees, Billing and Collections Guidelines.

Should this process fail to elicit a response and the fees are not paid, further action will be taken including;

5.1 A Student will not be permitted to attend co-curricular or sporting excursions, tours or camps or other College related programs such as overseas exchanges, unless all amounts owing to the College have been paid in full, including the costs associated with the excursion, tour or camp.

5.2 Where fees are not received by the due date, a late administration fee is charged unless an acceptable arrangement for payment has been made. Any exception to this policy is at the discretion of the Principal.

5.3 Consistent with the values of the College and balanced with fee payment obligations, the College will pursue payment of fees where no arrangement has been made for delayed settlement. This can ultimately mean the use of a debt collection agency or the legal system, where requests for payment by the College have failed. Any recovery costs incurred by the College in such a process may be passed on to the parent / carer.

5.4 Where any fees remain outstanding at any time after the due date for payment has passed and parents / carers have not contacted the College to make arrangements for settlement, the College reserves the right to require the parents / carers to immediately withdraw their daughter from the College. The Principal, in consultation with the Board, reserves the right to discontinue enrolment, temporarily or permanently if school fees remain unpaid. At Year 10, specifically, the Board, through the Finance and Risk Committee, reviews debtors before enabling students to continue into Years 11 and 12.

5.5 Parents / carers with outstanding fee balances at the end of the calendar year without a mutually agreed payment plan will not be allowed to re-enroll until all outstanding balances are paid or an agreed and signed instalment plan is approved by the Principal.

5.5.1 No application or acceptance will be permitted for a new student from the same family should any fees remain outstanding at the end of the calendar year, unless by prior arrangement with the Principal.

5.5.2 The College also reserves the right to cancel any future student confirmed or accepted position where fees relating to the same family remain outstanding.

6. RESPONSIBILITY AND COMMUNICATION

6.1 The Board is responsible for overseeing the operation of the Fees Policy. The Board is committed to dealing with the issues of fees under the principles set out earlier whereby the competing values of justice and compassion must be balanced against the need to sustain the College in the longer term.

6.2 The Board is also committed to communicating clearly with parents / carers regarding the Fees Policy in view of its crucial importance to the College meeting its financial objectives. In turn, it seeks the support of the entire College community for the Fees Policy and meeting their payment obligations.

6.3 The Board may update this policy at any time and any alteration will be binding on the parents / carers as if originally embodied in the Policy. One term's notice of any alteration will be given.

6.4 The College may, from time to time, review and update the processes within this Policy to take into account new laws and technology, changes to the College's operations and practices, and to make sure it remains appropriate to the changing College environment.

ENDORSED BY:	COLLEGE BOARD
MANAGEMENT RESPONSIBILITY:	DIRECTOR FINANCE AND RESOURCES
DISTRIBUTION:	STAFF, PARENTS, PROSPECTIVE APPLICANTS
EFFECTIVE FROM:	26/10/2023
SUBJECT TO REVIEW:	EVERY 3 YEARS