



Fees Policy

VERSION CONTROL:

Frequency of review: 12 months

Version	Date	Description
1.0	November 2004	Policy Adopted
2.0	November 2007	Policy Amended
3.0	May 2011	Policy Amended
3.1	July 2013	Policy Amended by Mullins Lawyers
4.0	February 2017	Policy Amended
5.0	November 2018	Policy approved by Board
6.0	May 2020	Policy approved by Board
7.0	April 2021	Policy Reviewed by Finance Committee and Board
8.0	April 2022	Policy Reviewed by Finance Committee
8.1	May 2022	Policy approved by Board
9.0	May 2023	Policy Reviewed by Finance Committee (Apr) and Board
10.0	April 2024	Policy Reviewed by Finance Committee and Board
11.0	April 2025	Policy Reviewed by Finance Committee and Board
12.0	September 2025	Policy Amended by Suzanne Brooks (AccreditEd)
12.1	November 2025	Policy Approved by Board



1 PURPOSE

- 1.1 Lourdes Hill College, as a School of *Good Samaritan Education*, is committed to empowering young women from Years 5 to 12 to shape a brighter future by embracing life and fostering a passionate love of learning. In an inclusive, innovative Catholic community, we nurture every individual's growth, inspiring them to reach their full potential and make a meaningful contribution to the world
- 1.2 Guided by its [mission and Benedictine values](#), the College draws on its commitment to justice for all families in determining the financial arrangements related to student enrolment.
- 1.3 The College seeks to provide a quality education to all students and for this to occur effectively, parents have a reciprocal obligation to ensure timely and accurate payment of School Fees, in accordance with College requirements.
- 1.4 Compassion and support extended to families in need are integral parts of these arrangements.

2 PRINCIPLES

- 2.1 Lourdes Hill College is a not-for-profit organisation but not a charitable work of the Church.
- 2.2 The College is jointly reliant on Government Funding and the School Fees charged to parents/caregivers for the provision of education services.
- 2.3 School Fees are set annually by the Board of Directors, on the recommendation of its Finance Sub-Committee. They are designed to ensure the ongoing provision of all relevant resources, including tuition, technology and capital infrastructure.
- 2.4 Parent(s)/caregivers(s) are bound under their daughter(s) Enrolment Contract to ensure remittance of all School Fees by the dates designated by the College.
- 2.5 Failure to pay fees or to appropriately remedy fees which are outstanding may result in termination of enrolment and/or the initiation of external debt recovery processes.
- 2.6 Upon written application by the parent(s)/caregiver(s), and with the approval of the Principal, the College may be able to provide fee relief arrangements to some families in certain circumstances.

3 FEE PAYERS

- 3.1 Within their Enrolment Contract, parent(s)/caregiver(s) must nominate one (1) or two (2) people who will be responsible for the payment of all Fees associated with their student(s) education. This person(s) is termed the "Fee Payer(s)"
- 3.2 The Fee Payer(s) is responsible for the payment of all Fees associated with the nominated student's education, by the designated due date for payment, as advised by the College.

4 FEE CHARGES

- 4.1 School Fee structures and rates are approved annually by the College Board, as part of budgetary review processes.
- 4.2 Parent(s)/caregivers(s) are given reasonable notice of any impending rise in School Fees through the publishing of an Annual Fees Schedule for the following year. Formal advice regarding this Schedule will be provided no later than 30 November of the year prior.
- 4.3 School Fees are invoiced to designated fee payer(s) in an annual statement prior to the commencement of Term 1 each year.



5 PAYMENT OF SCHOOL FEES

- 5.1 Unless otherwise agreed in writing by the College, payment of School Fees is to be made via direct debit, under a Payment Plan outlined on the Fees Schedule.
- 5.2 Each term, fees due for payment equate to 25% of the annual fee payable.
- 5.3 It is expected and required that all School fees will be paid by the due date in accordance with the fee payer(s) approved Payment Plan.

6 NON-PAYMENT OF SCHOOL FEES

- 6.1 As a school of *Good Samaritan Education*, the College seeks to provide and make available a quality education to all students.
- 6.2 Parent(s)/caregivers(s) have a reciprocal obligation under their daughter(s) Enrolment Contract to ensure timely and accurate payment of School Fees.
- 6.3 Where School Fees are not paid in accordance with the dates set by an approved Payment Plan, it is the obligation of the Fee Payer(s) to engage with the College regarding the reasons for this non-payment.
- 6.4 During this period, the College Principal, Business Manager or Finance Manager may, at their discretion and in consultation with the Fee Payer(s), agree to alternate payment arrangements for these fees. This agreement will be detailed in writing, in the form of a revised Payment Plan.
- 6.5 It is College preference not to have to commence legal action against any Fee Payer for non-payment of Fees. However, if a Fee Payer defaults on the fee obligations, processes including termination of enrolment, external debt recovery and legal action may apply. These decisions rest with the College Principal.

7 SCHOOL FEE RELIEF (FINANCIAL HARDSHIP)

- 7.1 Parent(s)/caregiver(s) are required to notify the College, in their Enrolment Application, if they have a concern about their capacity to pay future School fees for their daughter(s).
- 7.2 Following commencement of enrolment, fee payer(s) suffering unexpected financial hardship, are also required to notify to the College in writing of concerns regarding their capacity to pay School fees.
- 7.3 Any family raising concerns under Clause 7.1 or 7.2, must complete an Application for Fee Concession, providing details of their financial circumstances, including recurrent income and commitments.
- 7.4 Applications for Fee Concession are assessed by the Finance Manager who will make a recommendation for approval / endorsement by the Business Manager. If approved, fee Concessions apply to all School fees, excluding the costs of Technology.
- 7.5 Unless otherwise advised by the Principal, all Fee Concession Agreements are required to be reviewed on an annual basis.
- 7.6 All Fee Concession Agreements are strictly confidential.

8 WITHDRAWAL FROM THE COLLEGE

- 8.1 Parent(s)/caregivers(s) may, under a number of circumstances, terminate the Enrolment Contract by deciding to withdraw their daughter from the College.
- 8.2 In accordance with the signed Enrolment Contract, the decision to terminate, under any circumstances (including transfer or relocation of family) requires a minimum of one full term's notice.
- 8.3 To be accepted, the notification of withdrawal must be provided in writing by the student's parent(s)/caregiver(s) and directed to the College Principal.



- 8.4 Failure to provide one term's notice, calculated from the date of receipt of the written advice as outlined in clause 8.3, will attract payment of one term's School Fees in lieu of such one term's notice.
- 8.5 Where the withdrawal of a student has been occasioned by an annual school fee increase of more than 10%, clause 8.4 will not apply, provided written notice of the withdrawal is received by the Principal within 14 days of the increase being notified to the parent body under clause 4.2.
- 8.6 Unless otherwise authorised by the Principal, fee payer(s) are required to pay School fees for the whole term during which the student discontinues.
- 8.7 Upon receipt of the written notice of withdrawal and prior to the student's last day of attendance, the College will calculate the School fees due and inform the Fee Payer(s).
- 8.8 All School Fees must be paid in full on or before the student's last day of attendance.

9 REFUND OF SCHOOL FEES PAID IN ADVANCE

- 9.1 If School Fees have been paid in advance of the relevant period(s) payable under Clause 8, a pro-rata refund of the paid fees will be authorised by the Principal and returned to the fee payer(s).

10 EXTERNAL COURSE FEES

- 10.1 Unless otherwise documented in the Annual Fees Schedule, School Fees do not include the cost of external courses provided by third parties.
- 10.2 Where a student chooses to undertake a course of study which is separate to the College curriculum (such as through a Registered Training Organisation, TAFE or University) all fees attached to the course are the responsibility of the fee-paying parent or caregiver.
- 10.3 No discount or pro-rata of School Fees is available when a student elects to undertake a course of study which is additional to, or in lieu of, the College curriculum.

11 CO-CURRICULAR ACTIVITY FEES

- 11.1 Unless otherwise documented in the Annual Fees Schedule, School Fees do not include the cost of participating in voluntary co-curricular activities.
- 11.2 Co-Curricular activities include voluntary sporting activities, sporting clubs / groups, musical tuition and cultural groups, social activities and debating.
- 11.3 Parent(s)/caregiver(s) are required to authorise their daughter(s) involvement in co-curricular activities and are advised as to costs at the time of enrolment. Payment is considered a pre-requisite of participation and is the responsibility of the fee-paying parent(s)/caregiver(s).

12 RELATED POLICES, GUIDELINES OR PROCEDURES

- 12.1 Enrolment Policy
- 12.2 Privacy Policy and Privacy Collection Notice



ADDENDUM

FEE PAYER(S) ARRANGEMENTS

The following additional procedural information does not form part of the Fees Policy but is outlined for the awareness of Fee Payer(s) identified under Clause 3.

Amendments to Nominated Fee Payer(s) on the Enrolment Contract

- (a) If a family wishes to nominate a new Fee Payer (i.e. to change the person who will be responsible for paying the Fees) the family is seeking to vary the Enrolment Contract it holds with the College.
- (b) To vary fee payer arrangements, an “Application to Vary Payment Details” must be signed by the current Fee Payer(s) and the proposed new payer(s) and submitted to the College Finance Office for review.
- (c) Under the “Application to Vary Payment Details”:
 - (i) The current Fee Payer(s) will remain liable for paying the Fees up to the day the variation takes effect; and
 - (ii) The new Fee Payer(s) agree to be contractually bound to pay and liable for paying the College account on and from the day the variation takes effect.
- (d) The College reserves the right to ensure that all existing School fees are paid in full before accepting any variation to fee payer arrangements.
- (e) When the College receives the “Application to Vary Payment Details” the College Principal retains final discretion as to whether to agree to the variation.
- (f) Any variation to fee payer obligations will only take effect on the nominated date if the preconditions set out above have been satisfied.
- (g) If the College is prepared to agree to the variation, confirmation will be given to both the current and new Fee Payer(s) advising that it is prepared to agree to the amendment, subject to the satisfactory completion of the preconditions listed.
- (h) Once the preconditions have been met and the variation has taken effect, the College will provide a final confirmation to the relevant parties confirming the updated payment arrangements.
- (i) In exceptional situations where the formal execution of an “Application to Vary Payment Details” may not be not feasible, the College may, at its absolute discretion, agree to work with both parent(s)/caregiver(s), to source, via letter or email, official confirmation of the requested changes.

Separated Parent Arrangements

- (a) When parents/caregivers have jointly signed an Enrolment Contract, assuring payment of fees as (joint) Fee Payers, and a separation subsequently occurs, the parents/caregivers may request the College to split accounts, be billed separately and pay separately according to normal fee payment processes.
- (b) Both Fee Payers must sign an “Application to Vary Payment Details” to formally request these dual payment arrangements.
- (c) When the College receives the “Application to Vary Payment Details” the College Principal retains final discretion as to whether to agree to the variation.
- (d) In exceptional situations, where formal completion of the “Application to Vary Payment Details” Form may not be feasible, the College may, at its absolute discretion, agree to work with both parents/caregivers, to source, via letter or email, official confirmation of the requested changes.