



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



1. RATIONALE

- 1.1 In carrying out its Mission, the College relies on Government Grants and contributions by parents/guardians in the form of fees.
- 1.2 It is expected that parents/guardians seeking enrolment for their daughter(s) will meet their full fee obligations by the due date.
- 1.3 In accordance with its ethos of social justice, the College accepts children whose parents are unable to pay full fees through a fee relief arrangement, but, in justice to all families, it is expected that parents/guardians receiving concessions on fees will meet their full concessional fee obligation by the due date requested by the College.

2 SCOPE

- 2.1 This policy applies to all parents/guardians:
 - (a) To provide a framework for the regular invoicing of Tuition fees to parents/guardians.
 - (b) To provide information to parents/guardians of the confidential circumstances when a fee relief arrangement may be offered.
 - (c) To outline circumstances when Tuition fees may be refunded.
 - (d) To outline circumstances when Tuition fees may be charged in lieu of notice.
 - (e) To outline circumstances when recovery or legal action may be undertaken when overdue fees are not paid.
 - (f) To outline circumstances when students may not be re-enrolled if overdue fees are not paid.

3 GUIDING DOCUMENTS

- 3.1 The Rule of St Benedict
- 3.2 Good Samaritan Schools, Australia, Governance Handbooks for Members, Directors and Officers
- 3.3 QCEC Policies relating to the Distribution of Government Funds.

4 PRINCIPLES

- 4.1 The College is dependent both on Government Funding and fees charged to parents for the provision of education.
- 4.2 The fees of the College are set by the Board of Directors on the recommendation of the Finance Committee to cover operating expenses, capital infrastructure costs and to ensure the ongoing provision of relevant resources.
- 4.3 The fee structure is in keeping with the ethos of the College and is subject to review by the Finance Committee and approval by the Board of Directors.
- 4.4 Lourdes Hill College is a not-for-profit organisation but not a charitable work of the Church.
- 4.5 There will always be some families who are financially unable to provide a Catholic education for their daughters but who wish to do so. Upon written application by the family and with the approval of the Principal, the College may be able to provide a fee relief arrangement to some families in certain circumstances.



- 4.6 In fairness to all parents, every effort is made to recover unpaid fees.
- 4.7 Where parents can pay fees and do not, they run the risk of role-modelling inappropriate values to their daughters.
- 4.8 Parents are given sufficient warning of an impending rise on school fees.

5 REVIEW

- 5.1 This policy will be reviewed through the cyclical policy review process of the College.

6 DEFINITIONS

- 6.1 Fees: the published costs associated with tuition, plus all compulsory levies which may be charged on a student or family basis.

One full term's notice: Written notice:

- a. by no later than the first day of the Term at the end of which it is intended the student should leave; or
- b. if it is intended that the student should leave during a Term, not later than the first day of the preceding Term.

Note: A term's notice does not include school holidays.

7 POLICY STATEMENT

- 7.1 Lourdes Hill College is an independent, Catholic secondary college for girls dependent upon Government funding and the payment of fees for the provision of education to students. The College embraces values of social justice for all parents.

IMPLEMENTATION PROCESS

1 FEE PAYERS

- 1.1 Within the Parent Contract parents/guardians must nominate one (1) or two (2) people who will be responsible for paying all Fees associated with their daughter's education. This person / people will be termed the "Fee Payer"
- 1.2 The Fee Payer is responsible for paying all Fees associated with the nominated student's education by the due date for payment.
- 1.3 If a family wishes to nominate a new Fee Payer (to change the name of the person who will be responsible for paying the Fees) the family is seeking to vary the contract between the College and the family.
- 1.4 An "Application to Vary Payment Details" must be completed and submitted to the College. The "Application to Vary Payment Details" must be signed by the Fee Payer, the proposed new payer and the parent/guardian.
- 1.5 Under the "Application to Vary Payment Details":
 - (a) the Fee Payer will remain liable for paying the Fees up to the day the variation takes effect; and
 - (b) the new Fee Payer agrees to be contractually bound to pay and liable for paying the College account on and from the day the variation takes effect.
- 1.6 All Fees must be paid in full before the College will agree to vary the payment details.
- 1.7 In situations where formal completion of the "Application to Vary Payment Details" may not be feasible, the College may agree to work with both parents, to source, via letter or email, official confirmation of the requested changes.



- 1.8 The variation will only take effect on the nominated date if the preconditions set out above have been satisfied.
- 1.9 When the College receives the “Application to Vary Payment Details” the College Principal retains final discretion as to whether to agree to the variation.
- 1.10 If the College is prepared to agree to the variation the College should write to the family and the proposed new Fee Payer providing notice that it is prepared to agree subject to the satisfactory completion of the preconditions listed in this policy.
- 1.11 Once the preconditions have been met and the variation has taken effect the College should write to the relevant parties (the family, the original Fee Payer and the new Fee Payer) confirming the variation to the payment arrangements.

2 INVOICING TUITION FEES

- 2.1 The Fee structure is reviewed annually as part of the College budgetary process and parents/guardians are informed in December of the fees applicable for the following year. Fees are considered to be annual fees and are invoiced to parents/guardians in four equal instalments over the four terms of the year.
- 2.2 Fees are invoiced at the end of the first week of the term.

3 PAYMENT OF FEES

- 3.1 Unless otherwise authorised under an approved Payment Plan it is expected and required that all Fees will be paid by the due date. The due date for payment is no later than 28 days following the invoice date. Payment can be made by any method outlined on the Fees Schedule.

4 COURSES AND OTHER ACTIVITIES ADDITIONAL TO THE COLLEGE CURRICULUM

- 4.1 Courses additional to the College curriculum may, with the permission of the College, be accessed through University, TAFE or other Registered Training Organisations. Where a student chooses a course which is additional to the College curriculum, the cost is in addition to College Tuition Fees and is the responsibility of the fee paying parent or guardian.
- 4.2 Other activities which are additional to the school curriculum, include voluntary sporting activities, sporting clubs / groups, musical tuition and cultural groups, social activities and debating. Parents are required to authorise a student’s involvement in these 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 or guardian.

5 FEE RELIEF

- 5.1 Parents/guardians are asked to indicate if they have a concern about their capacity to pay future fees during the initial enrolment application and orientation process for their daughter. Where concerns are raised, the College Fees Officer will contact the family to outline the options available.
- 5.2 Parents/guardians seeking and/or enquiring about fee relief are asked to complete an Application for Fee Concession form with supporting documents which gives details of their financial circumstances including income and commitments. This information is assessed by the College Business Manager who will make a recommendation for approval / endorsement by the Principal Manager. Once approved, the Fees Officer will notify the family about monthly payments. All arrangements are strictly confidential.



- 5.3 A condition of the Fee Relief Agreement is that the Fee Payer enters into a Direct Debit arrangement with the College so that monthly fees are debited from the Fee Payer's nominated bank account. Parents/guardians are asked to complete a Direct Debit form which when actioned will deduct the required periodic amount from their nominated bank account every month. The Fee Variation arrangement will be reviewed on an annual basis.
- 5.4 Fee Relief applies to annual Fees excluding the compulsory technology levy.
- 5.5 The priority provision of the College is education tuition. The College expects full up-front payment for all co-curricular activities and therefore asks parents receiving fee relief to consider all available options when committing to extra-curricular activities. Genuine extenuating circumstances are always considered and may call for exceptional arrangements.

6 REMOVING A STUDENT FROM THE COLLEGE

- 6.1 At times and for various reasons a student may discontinue enrolment during the term. Parents are required to pay fees for the whole term in which the student discontinues, unless otherwise authorised by the Principal..
- 6.2 Additionally, and in accordance with the signed Enrolment Agreement, if a student is withdrawn from the College one full term's notice must be given in writing to the Principal. If one full term's written notice of withdrawal is not given, a full term's Fees may be charged.
- 6.3 If a student is to be withdrawn from the College all Fees must be paid in full on or before the student's last day of attendance.
- 6.4 Upon receipt of written notice of withdrawal and prior to the students last day of attendance the College will calculate fees due and inform the family/Fee Payer.

7 REFUND OF TUITION FEES

- 7.1 If a student does not complete a full term at the College and a full term's written notice of withdrawal has been given the College will calculate any required adjustment to the paid Tuition Fees. A pro rata refund of paid Fees may be made under exceptional circumstances, if so authorised by the Principal..

8 NON PAYMENT OF FEES

- 8.1 Fees are expected to be paid by the due date each term and/or in accordance with the dates of an approved Payment Plan. The Finance Manager or Finance Officer will contact the family and the Fee Payer by telephone and/or email if payments are not made.
- 8.2 A reminder letter will be sent to the family and the Fee Payer with an overdue balance within two weeks after due date for payment requesting payment within fourteen (14) days and/or to contact the Finance Manager or the College Business Manager.
- 8.3 The Principal, Business Manager or Finance Manager may, at their discretion, agree to alternate arrangements for the account balance including any overdue amounts, to be paid in instalments. This arrangement will be reflected in an approved Payment Plan.
- 8.4 If a family / Fee Payer ignores the telephone contact or fails to make payments, a letter from the Principal will be sent requesting the family / Fee Payer to attend the College for an interview with the Principal to discuss arrangements to repay the debt.
- 8.5 Should the family fail to attend the interview and not make other attempts to contact the College a final letter from the Principal will be issued giving forty eight (48) hours



to settle the account or to contact the Principal to discuss the matter. Failure to do so may result in recovery or legal action to recover the outstanding fees.

- 8.6 The College would prefer not to have to commence legal action against a family / Fee Payer for non-payment of Fees. But, if a family / Fee Payer defaults normal fee collection processes including legal action may be appropriate.
- 8.7 If the family / Fee Payer has continued to ignore their financial obligations their daughter(s) may not be re-enrolled in the next term at the College. This decision rests with the Principal.

9 NON-CUSTODIAL PARENTS

- 9.1 When a family separation occurs and both parents have signed the Parent Contract assuring payment of fees as Fee Payers, the family can elect to split accounts, be billed separately and pay separately according to normal fee payment processes.
- 9.2 The Fee Payers must complete an "Application to Vary Payment Details" to formally request these dual payment arrangements.
- 9.3 In situations where formal completion of the "Application to Vary Payment Details" Form may not be feasible, the College may agree to work with both parents, to source, via letter or email, official confirmation of the requested changes.
- 9.4 The College would prefer not to have to commence legal action against a family / Fee Payer for non-payment of Fees. But, if a family / Fee Payer defaults (including a non-custodial Fee Payer) normal fee collection processes including legal action may be appropriate.