

## Policy & Procedures

### Fees Policy

#### **PURPOSE**

When determining school fees the St Michael's College, Adelaide Board considers the level of affordability for all families; the need for quality teaching and learning programs and providing physical resources that support the effective and sustainable operation of the College.

#### **STATEMENT**

##### **Enrolment Application Fees**

An Enrolment Application fee is payable upon lodgement and an Acceptance Fee payable upon the acceptance of the enrolment offer. A portion of the Acceptance Fee is credited towards tuition fees after commencement. Both fees are non-refundable.

Refer to the current Enrolment Application Form for further details.

##### **Tuition Fee**

Annual tuition fees are based on a child's year level. Fees are invoiced and emailed to families, in full, at the beginning of Term 1 and can be paid by instalments from February to November of the year due. The tuition fee covers most educational materials and resources for the year, including costs for sports teams, and the majority of year level excursions.

Students are provided with an electronic device as part of the Integrated Learning Technology Program.

##### **Vocational Education and Training (VET) Fees**

The cost of VET courses varies greatly. The College will generally contribute 50% of all training fees (parents cover the remaining 50%). Please refer to the VET Policy for further information.

##### **Building Fund Levy**

The College is proud of its facilities and these are enhanced by the significant assistance from parents through contributions to the Building Fund. The Building Levy is a non-compulsory annual contribution, charged on a per family basis. This levy allows for the continued upgrade, maintenance and improvement of the facilities of both the Primary and Secondary Campuses.

The Building Fund Levy is tax deductible.

##### **Fee Due Dates and Payment**

Fees and Building Fund levy paid in full within 30 days of the date of the invoice will receive a 3% early payment discount.

Alternatively, fees can be paid by Direct Debit (PaySmart) or Centrepay deductions either monthly, fortnightly or weekly to enable payments to be spread over 10 months (February - November). If this payment method is chosen, families must complete the PaySmart Direct Debit Form.

##### **PaySmart Information**

FFA PaySmart are a third-party direct debit service provider who manage fee payment services on behalf of the College. PaySmart are an authorised provider within the financial services sector and



comply with the highest level of data and transaction security (PCI-DSS Tier 1) standards in the industry.

PaySmart direct debit arrangements automatically rollover from year to year. Families will be advised via communication from the College of their adjusted payment amounts prior to the school year commencing.

Families who are new to the College community will receive a PaySmart "SchoolSmart" link via email to activate a direct debit payment arrangement. This facility allows families to have fees deducted automatically over the school year on a payment cycle that suits particular circumstances.

### **Family Discounts**

When a family has two or more children attending the College at the same time, the following family discount is applied:

Second child:	12% discount on the tuition fee
Third child:	22% discount on the tuition fee
Fourth and subsequent children:	No tuition fee is charged for the fourth and subsequent children whilst all children are attending St Michael's College.

When determining whether a family will receive the discount, consideration will be given to circumstances such as whether the children are all enrolled under the same party's name or if the family member can demonstrate full financial responsibility for the children's tuition fees.

### **School Card Discount**

*School Card Discount (50% of tuition fee)*

Families who may qualify for school card discount must complete either Form A – Income Audit or Form B – Self Employed, Hardship or Change in Circumstances. The forms can be downloaded from the DECD website or by contacting the College Accounts Receivable Officer at the Secondary Campus.

Families applying for school card using Form A are advised to return the form to the Secondary Campus before the end of January each year. School card applications close at the end of October in line with the strict DECD deadline. The College provides a 50% discount on tuition fees to approved school cardholders. The discount will be processed once the form is returned and adjustments made if the application is not approved.

Families applying for school card using Form B are advised to return the form to DECD before the end of January each year. The School Card discount will be processed when eligibility is confirmed by DECD.

### **Early Payment Discount**

Families who pay the annual tuition fee and building fund levy in full by the due date are entitled to an early payment discount of 3%. Part year enrolments are eligible for the discount if the account is paid in full within 30 days from the date of the enrolment.

### **Splitting Family Accounts**

Unfortunately, accounts will not be split unless a Court Order specifies this requirement. Parents are requested to make their own arrangements regarding payment of accounts. It is the legal responsibility of each signatory on the enrolment contract to pay all tuition related fees, including VET fees.



### **Fee Remission for Families in Financial Difficulties**

Families experiencing financial difficulties, including families whose only income is Centrelink payments, should contact the College Accounts Receivable Officer to discuss financial circumstances. Fee remission applies to current year only and is provided on a case-by-case basis.

The following documentation is required for assessment of fee remission:

- Application for Special Financial Consideration form.
- Proof of income – ATO assessment notice and Income Statement (Payment Summary).
- Copies of Centrelink documents.
- Proof of mortgage/rent repayments.

### **Late Commencement / Withdrawal from College**

The College makes resourcing and planning decisions and allocates personnel and other resources on the assumption of a student's continuous enrolment with the College, such that the College will suffer loss if a student's enrolment is terminated without sufficient written notice being provided to the College.

Parents/Caregivers must provide at least one term written notice to conclude enrolments prior to the completion of Term 3. Notice of withdrawal must be given in writing to the Principal or Registrar. Where there are two parent/caregiver signatories, both parties are jointly and severally liable for fees and charges. Additionally, to conclude an enrolment, both parties must provide written notice to the College.

Verbal notification to a staff member other than the Principal or Registrar is not considered due notice. Failure to provide the required notice will result in fees for the following term, depending upon circumstances.

Should less than one term's written notice to conclude enrolments prior to the completion of Term 3 be provided, enrolling parties will remain liable to pay the tuition fees and other associated costs for the following term.

If parents/caregivers wish to terminate a student's enrolment for the following school year, notice of a student's withdrawal must be given in writing to the Registrar prior to week 4 of Term 4. Should such notice not be provided within that timeframe, enrolling parties will remain liable to pay tuition fees and other associated costs for Term 1 of the following year.

A pro rata portion of the relevant fees will be charged (or rebated) if students commence or finish their studies partway through a term (although if insufficient notice of such withdrawal is provided, then the above mentioned charges will be applied). However, in any event, no rebate will apply for students leaving after starting Term 4, regardless of whether one month's written notice has been provided.

### **Student Extended Absence on Family Holidays**

Payment of fees are still required where a student is absent from school for any length of time, for example overseas trip, holiday, sickness.

### **Late Payment Fee**

An Administration Fee will be charged for all accounts paid after the due date, unless prior arrangements have been confirmed in writing by the College.

### **Overdue Accounts**

The College reserves the right to pass overdue accounts to a debt collection agency. If this occurs, families are responsible for the payment of the collection costs as stated in the declaration in the Enrolment Contract. Any default debt may also be reported to a credit reporting agency.



#### RELATED POLICIES, PROCEDURES AND SUPPORT DOCUMENTS

This policy is to be read in conjunction with the following documents:

- School Fee Schedule
- Student Absence – Extended absence on family holidays in Term time
- Enrolment Policy

Approval Authority: Principal

Reviewed: Amended October 2023

Next Review: December 2024