



## 5. DEFINITIONS

**Fees:** the published costs associated with:

- a. **Tuition** - The provision of curricular activities inclusive of printed materials, use of equipment and resources, selected excursions and transport to school sporting events as well as the school magazine and textbook hire.
- b. **Other Core Activities** - Related to the provision of critical College capital infrastructure, technology, P&F services, year level workbooks etc
- c. **Non-Core Activities** – Inclusive of (i) Compulsory charges - such as material and workbook levies for selected subject areas; and (ii) Elective charges – inclusive of all extra-curricular activities and other voluntary activities for which fees are attached.

## 6. SCOPE (PURPOSE)

- 6.1 To provide a framework for the regular invoicing of Fees to parents.
- 6.2 To provide information to parents of the confidential circumstances when a reduced fee may be offered.
- 6.3 To outline circumstances when selected fees may be refunded.
- 6.4 To outline circumstances when selected fees may be charged in lieu of notice.
- 6.5 To outline circumstances when recovery or legal action may be undertaken when overdue fees are not paid.
- 6.6 To outline circumstances when students may not be re-enrolled if overdue fees are not paid.

## 7. POLICY STATEMENT

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.

## 8. IMPLEMENTATION GUIDELINES

### 8.1 Invoicing Tuition Fees.

Fees payable are reviewed annually as part of the College budgetary process and parents/caregivers are informed in November of the fees applicable for the following year.

Tuition Fees and Other Core Charges are considered to be annual fees and are invoiced to parents/caregivers in four equal instalments over the four terms of the year. These fees are invoiced in the first week of each term with fees payable within 28 days of the Statement Date.

Non-Core Charges are considered to be term charges. Each term's fees are based upon subject selection and/or the take-up of extra-curricular opportunities afforded by the College:

- Compulsory Charges - are invoiced to parents/caregivers approximately four - five weeks following the commencement of each term .
- Elective Charges – are voluntary activities for which payment, unless otherwise advised by the College, is required prior to commencement.

### 8.2 Courses additional to the College curriculum

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 such an additional course, the cost is in addition to College tuition fees and is the responsibility of the fee paying parent or guardian.

### **8.3 Reduced Fees**

Parents/caregivers are asked about their ability to pay their fees in the interview process and are informed in the Orientation process that if they consider they may have a difficulty in paying the full Tuition fee they should approach the Fees Officer to discuss the situation at the earliest opportunity.

Parents/caregivers seeking a fee reduction are asked to complete an Application for Concession Form with supporting documentation which provides details of their financial circumstances including income and commitments. This information is assessed by the Business Manager and the Fees Officer and following approval by the Principal, the family is notified about the reduced fees to apply monthly payments. All arrangements are strictly confidential. After signing a Fee Agreement form, the parents/caregivers are asked to complete a Direct Debit form which when actioned will deduct the amount from their nominated bank account via periodic instalments. The Fee Variation arrangement will be reviewed on an annual basis.

The priority provision of the College is education tuition and a Fee Reduction applies to the annual Tuition Fee, Capital Levy and P&F Levy only. The College expects full fee payment for all other core and non-core activities and therefore asks parents with financial disadvantage to ensure that their daughter chooses “no cost” co-curricular activities. There is no fee reduction for voluntary work but the College welcomes this kind of parental support and generosity. Genuine extenuating circumstances are always considered and may call for exceptional arrangements

### **8.4 Removing a student from the College**

If a student is withdrawn from the College one full term’s notice must be made in writing to the Principal. If one term’s notice is not made, a full term’s Tuition Fee may be charged.

### **8.5 Refund of Tuition Fees**

If a student does not complete a full term at the College and a full term’s notice has been given in writing to the Principal a pro rata refund of fees will be made.

## **8.6 Non Payment of Fees**

Fees are expected to be paid within the required remittance period. A reminder statement will be sent within one week of the due date for payment. The Fees Officer will also commence contact with the family by phone if payment is not made by the due date. Arrangements may be made at this point to pay the account in instalments. If an arrangement is made to pay the account in instalments the parents will be asked to complete a Direct Debit form allowing the instalment amount to be deducted directly from their nominated bank account.

If the family ignores the telephone contact or fails to make payments, a letter will be sent requesting the family to come to the College for an interview to discuss arrangements to repay the debt.

Should the family fail to attend the interview and/or does not make other attempts to contact the College notice will be given in a letter signed by the Principal that recovery or legal action may be taken to recover the outstanding fees. The student may not be re-enrolled in the next term if the family continues to ignore their financial obligation. This decision rests with the Principal.

## **8.7 Split Accounts**

When a family separation occurs and both parents have signed the Parent Contract assuring payment of fees, the family can elect to split accounts, be billed separately and pay separately according to normal fee payment processes.

*Adopted 9 November 2004  
Amended November 2007  
Amended and Approved May 2011  
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