
Fee Policy

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Preamble

College fees are essential to the overall success of the educational program at St Columba College. Upon enrolment, every family enters into an agreement with the College to meet their commitment regarding the payment of school fees.

The College Council has the task of setting the fees on recommendation from the Finance Committee. A review of fees will be conducted at least annually to ensure that proper planning and budgeting can occur. Every effort will be made to assist families in meeting their commitment to pay fees. Generous discounts are available to families who qualify for the School Card scheme. Families experiencing difficulties with payment of fees need to discuss their concerns with the Principal or Business Manager.

Every endeavor will be made by the College to ensure that the method of fee collection is fair and just to individuals and the College community.

1. Annual Fee

The Annual Fee at each year level covers:

- Tuition costs
- Capital resources
- Class and subject resources, including all teacher photocopying
- Excursions
- The Middle and Senior School Laptop Program
- Student ID Card
- Stationery Reception to Year 5
- Year 6 – 12 Student Diary
- Year 8 – 12 Locker Padlock
- College Year Book
- Accident insurance

Fees are charged for the full year at the beginning of the year. An invoice will be forwarded to families prior to the start of Term 1.

The College requires one term's notice, in writing to the Principal before removing a student from the College. If such notice is not given, the applicable fees for the full term will be charged.

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2. Other Charges

The Annual Fee does not include significant over-night, out of school activities that support the curriculum at three different year levels. These include;

Year 5 – Educational Tour, Year 9 – Educational Tour, Year 12 – Retreat

Generally excursions and school based activities are covered within the Annual Fee. However there may be some specialist subject-based activities which will incur an additional charge. These charges will be based on a 'user pay' model and families will be informed of the cost if their child participates.

Senior School students undertaking Design Technology, Information Technology, Food and Hospitality and Visual Art will be required to pay a project allowance which will be included on the Text Book list.

3. Stationery / Books and Laptop computers

All stationery required by students in Reception to Year 5 is included in the Annual Fee.

Stationery required by students in Years 6 to 12 is not included in the Annual Fee and can be purchased through the nominated external supplier, with the required text books.

Students in the Middle and Senior Schools will be issued with a College laptop. The laptop fee is included in the Annual Fee. As students will require their laptop from the first day of study the laptop fee will need to be paid prior to the beginning of Term 1. The fee can be paid either direct to the College or to our external supplier when placing the stationery / book order. The laptop fee payment will be remitted on the School Account if it has been paid to the book supplier.

4. Fee Discounts and Remissions

Generous discounts are available to families as listed below. The amount of discount applied may vary from year to year. The College Fee schedule lists the applicable discount.

- **School Card Discount:** Parents eligible under this scheme are encouraged to apply at the beginning of each year. Families qualifying for the scheme are entitled to 'School Card' rate as detailed on our Fee Schedule.
- **Sibling Discount:** Families with more than one student attending school at St Columba will receive a sibling discount.
- **Anglican/Catholic School Discount:** Families who have siblings at other Anglican or Catholic Primary Schools, will receive a discount for the fees payable for students attending St Columba College
- **Lump sum Payment Discount:** The College offers families various lump sum payment options that attract various levels of discount.

A Fee Remission is available to assist families who are experiencing financial difficulties. Families who apply for a reduction in fees will need to complete a Fee Remission form which can be obtained from the College Finance Office and when completed this form will be the basis of a confidential discussion with the Business Manager.

5. Collection of Fees

It is an expectation that all families will contribute to the financial viability of the College by paying the agreed College fees by the due date. Families who choose not to pay fees by lump sum as detailed in the Fee Schedule are required to complete the College Fee Payment Arrangement Form and return it to the Finance Office by no later than the commencement of the school year. The nominated instalment amount needs to be enough to ensure the amount owing to the College is paid off by 31 December.

If the fees are not paid by the due date and no Fee payment arrangement has been entered into with the College, the following procedure will occur:

1. An account is rendered and REMINDER letter will be sent in Term 1.
2. If no response is received to step 1, a phone call requesting an interview will be made. This interview should clarify the reason why fees have not been paid, and establish an acceptable agreement in relation to the payment of fees. Formal advice will be given to the family, stating the following:
 - Failure to comply with the agreement could result in the account being sent to debt collection without further consultation.
 - Upon legal debt recovery procedures being implemented, all expenses incurred in recovering debts through a professional debt recovery organisation will be payable by the parents/caregivers.
3. It is important to both the College and families to reduce the risk of escalating debt. If a family has outstanding debt payable to the College and is experiencing difficulty in meeting fee payments, the Finance Committee may consider that for the benefit of the family it is wise to reject the application for siblings enrolled to come to the College in future years.
4. If a family should persistently neglect to meet with the Business Manager and set up an acceptable Fee Payment Arrangement or refuse to honor a previous agreed arrangement, a letter will be sent to the family informing them that the Finance Committee will consider cancelling their child/ren's enrolment.
5. At its October meeting the Finance Committee will review debtors and recommend applicable enrolment cancellations to the College Council. All approved cancellation will be effective from the completion of the current school year. The family will be notified of the College Council decision. It is the family's responsibility to make alternative schooling arrangements for their child/ren.



DOCUMENT CONTROL

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