

RATIONALE

The provision of a Catholic education at St Luke's College recognises that there are a series of constraints imposed by financial considerations. A key factor is the commitment that parents are asked to undertake to support the college by payment of fees. The Fees Policy will apply to all families without exception.

DEFINITION

For the purposes of this policy, school fees shall be considered to be tuition fees, incorporating compulsory levies, subject levies, lock and locker hire.

SCHOOL BOARD RESPONSIBILITY

The inability to pay school fees shall never be the reason for the exclusion of any child from St Luke's College. However, where parents refuse to pay school fees when they have the financial capacity to pay, it becomes a matter for justice that they shall meet their commitments.

A family may discuss their financial situation with the College Principal and apply for a fee remission in cases of financial hardship.

SCHOOL FEE ACCOUNTS

Fee accounts are sent to parents at the commencement of Term 1 and regularly throughout the year. Families **must select one of the following options** for the payment of per student Tuition Fees, Levies and other per family annual charges of the Yearbook, Building Levy and FOSL Levy.

Option 1

Payment of all fees, levies and charges in FULL in one instalment by **14th April, 2017**. This option is available via direct debit or credit card. Alternatively, payment may be made by cash, cheque or by direct deposit into the College bank account.

Option 2

Payment of fees, levies and charges in three (3) equal instalments, due on **15 March, 15 June and 15 September, 2017**. This option is available via direct debit from bank accounts using the Direct Debit Scheme or by providing the College with your credit card details for automatic payment on the dates specified. In addition, payment may be made by cash.

Option 3

Payment of fees, levies and charges in nine (9) equal instalments, due on the **15 March and each month thereafter through to November 2017**. This option is only available via Direct Debit from bank accounts using Direct Debit Scheme or by providing the College with your credit card details for automatic payment on dates specified.

Option 4

Payment of fees, levies and charges in eighteen (18) equal instalments, due on **15th March and fortnightly thereafter through to 18th November, 2017**. This option is only available via direct debit from bank accounts using the Direct Debit Scheme or by providing the College with your credit card details for automatic payment on dates specified.

Option 5

Payment of fees, levies and charges in thirty-six (36) equal weekly instalments, due on **15 March and weekly thereafter through to 15 November, 2017**. This option is ONLY available via direct debit payment plan.

All Year 12 fees must be paid by the end of Term 3 (22 September, 2017). Contact must be made with the College Business Manager to vary the payment method. Fee concessions may be provided to parents showing evidence of financial hardship to the Principal.

SUBJECT LEVIES

- Subject levies are charged to offset the additional expense of specific subjects.
- Conditions regarding refund of subject levies can be found in the Fees Schedule.



SPLIT BILLING

Families who wish to split their account equally between two parties must provide written advice to the College, signed by both parties, authorising the account to be divided equally. The authority should be returned to the Finance Office by 11 March 2017.

PAYMENT DEFAULT

- Parents who have not paid their fees in full after the due date (without contact with the Principal or Business Manager) will be sent a reminder statement and circular.
- Parents who do not respond (either by payment of fees or discussing their situation with the Principal or Business Manager) will receive a phone call.
- If there is still no commitment or arrangement, then an interview will be arranged with the Principal and Business Manager.
- Parents who do not meet their agreed arrangement for payment of fees will be contacted by letter or personally by the Business Manager.
- Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy a collection agency will be engaged to recover the debt.

NEW ENROLMENTS

Students enrolling in the first half of the term are required to pay a full term's tuition fees. Student's enrolling after that time will be charged half a term's tuition fees. All compulsory levies will remain static and therefore no apportioning of these levies will be applicable.

ENROLMENT ACCEPTANCE

Once accepted, an enrolment fee of \$300 is to be paid in advance. This is credited to the family account against school fees. The fee will not be refunded if families change their mind regarding enrolment.

WITHDRAWAL OF STUDENTS

The College must be given a full term's notice in writing prior to a student's withdrawal. Without such notice, the College reserves the right to charge a full term's tuition fee in lieu of notice. Any compulsory levies charged will not be refunded. Unless special allowance has been made by the Principal, families wishing to hold a place for a student taking extended leave will be charged the full tuition fee and compulsory levies.

PARENTS WHO LEAVE OWING SCHOOL FEES

Any parents who owe fees after their child/children leave/s the College will receive a final notice from the College. If this achieves no results within 14 days, the account will be handed over to the College's debt collection agency. If necessary, the School Board, in conjunction with the Director of Catholic Education in Western Australia, will issue a summons to recover the money owed to the College.

