

## 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/guardians 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, 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/guardians 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/guardians 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 **11 April, 2018**. 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 **14 March, 13 June and 12 September, 2018**. 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 **14 March 2018 and each month thereafter through to 14 November 2018**. 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 **14th March 2018 and fortnightly thereafter through to 7 November, 2018**. 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 **14 March 2018 and weekly thereafter through to 14 November, 2018**. This option is ONLY available via direct debit payment plan.

**All Year 12 fees must be paid in full by the end of Term 3 (21 September, 2018).** Contact must be made with the College Business Manager to vary the payment method. Fee concessions may be provided to parents/guardians 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

The signed enrolment form is a contract between the parents/guardians and the Principal. This contract is enforceable by the Principal, usually to recover unpaid fees agreed to in its conditions, against any party who is a signatory. The parties are said to be 'jointly and severally liable', which means the Principal can enforce the contract against one or both. Principals have the discretion to vary the enrolment agreement to waive full or partial liability under it for either or both parties for whatever reason the Principal sees fit. Any such variation should be made in writing and signed by all parties, as would any contract variation.

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 **2 March 2018**.

## PAYMENT DEFAULT

- Parents/guardians 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 letter seeking payment within 14 days.
- Parents/guardians who do not respond within 14 days (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 from parents/guardians within another 14 days, an interview will be arranged with the Principal and Business Manager. Confirmation of this interview will be sent in writing to parents/guardians.
- Should there be no response or action within 14 days of the letter, the school Principal shall send a formal registered letter with a final notice, seeking payment and outlining the possible outcomes, including legal action, which could occur if payment is not received within the specified timeframe.
- If, despite this last letter, there is no response or action the school Board may approve to engage the services of a debt collection agency or a solicitor to recover outstanding fees and any additional costs.

## 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. The cost for enrolling at the College is \$55. This is a non-refundable charge.

## 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/GUARDIANS WHO LEAVE OWING SCHOOL FEES

All expenses, costs and disbursements incurred by the College in recovering any outstanding monies, including agency fees and solicitor costs shall be charged to the parent's/guardian's account. The admission form signed by parents/guardians is a binding legal agreement with the College to pay these expenses, costs and disbursements to the College and indemnifying the College in relation to such monies is a condition of a student's enrolment. The College reserves the right to take the appropriate action where reminder notices are persistently ignored or payment arrangements are not made with the College.

Any parents/guardians 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.

