



St Francis de Sales
COLLEGE

COLLEGE FEE POLICY

Principal: Gavin McGlaughlin

A handwritten signature in black ink, appearing to read 'Gavin McGlaughlin', written over a horizontal line.

College Board Chair: David Kyriacou

A handwritten signature in black ink, appearing to read 'David Kyriacou', written over a horizontal line.

Date: 27 July 2021

Review Date: 27 July 2024

Updated: 25 May 2023

INDEX

1. VISION STATEMENT	3
2. OUR MISSION	3
3. SCOPE AND PURPOSE.....	3
4. RATIONALE	3
5. PAYMENT OF FEES.....	3
6. CAPITAL LEVY.....	4
7. BUILDING FUND	4
8. FEE DISCOUNTS	4
9. OVERDUE ACCOUNTS	5
10. NOTICE OF WITHDRAWAL.....	5

1. VISION STATEMENT

St Francis de Sales College aspires to be a leader in education serving the Adelaide Hills community. Grounded in our Catholic values and in partnership with families, all community members are known and loved as an individual made in the image of God.

Providing a contemporary and inclusive education, relationship and engagement empowers students to be self-motivated creative and courageous learners.

Our students' growth mindset inspires them to achieve their personal best in all aspects of their school life and develops confident graduates eager to impact their local and global community.

2. OUR MISSION

"Be who you are and be that well" - St Francis de Sales

3. SCOPE AND PURPOSE

This policy applies to all families of students enrolled at the College.

4. RATIONALE

Fees form an important part of the overall funding of St Francis de Sales College revenue. The College Board has the responsibility for administering the College's finances and has direct control in the setting and administration of fees.

The Board is aware that some families in our community find the payment of fees a heavy burden. As a Catholic Community we have an obligation to support those families of genuine need and ensure their children have access to a Catholic education. The Board also has an obligation to ensure those who are able to pay, do so. Families are responsible for making payments in a timely manner and commit to this during the enrolment process.

5. PAYMENT OF FEES

Enrolling parents are jointly and severally liable to the College for all school fees, out-of-pocket and individual expenses.

Families must commit to one of the payment options offered, to achieve payment of fees in full by the end of November:

- Early payment option i.e. 1 payment in full before 31st March which attracts a discount of \$250 per child
- Monthly Payment option i.e. 10 equal payments between February and November annually
- Direct debit payments on a weekly, fortnightly or monthly basis.

All families must commence a repayment option within a fortnight of commencing at the College and the preferred method of payment is by direct debit. The College may vary the authority to cover outstanding fees by giving fourteen (14) days written notice.

Any other payment arrangements will fall outside the College Fee Policy and will require a formal agreement outlining payment arrangements with the College through the Business Manager. This

arrangement will need to be completed by 31 March of the current year. The College reserves the right to engage the services of a collection agency to manage overdue accounts.

6. CAPITAL LEVY

The College Board maintains a Capital Levy as part of the annual fees to assist the College advance its capital works program and master plan.

Government Capital Grants to Catholic Schools are limited and do not enable building programs required, and substantial loans need to be taken for major projects.

7. BUILDING FUND

The St Francis de Sales College Building Fund supports the development of capital resources for students. Contributions to this fund are voluntary and therefore are fully tax-deductible.

Your tax-deductible donations can be made at <https://www.stfrancis.catholic.edu.au/building-fund>

8. FEE DISCOUNTS

Sibling Discount - for families with more than one student attending St Francis de Sales College, the following discounts apply (see Fees Schedule for calculations)

- second child – 15% off annual tuition fee
- third child – 40% off annual tuition fee
- fourth & subsequent children – 100% off annual tuition fee

Early Bird Discount - \$250 discount applied per student for fees paid in full by 31 March of the current year (only applicable to full fees)

Sister Schools' Discount- families commencing at the College from sister schools in our Hills-Murray Catholic partnership, St Catherine's at Stirling or St Joseph's at Murray Bridge, with a sibling currently enrolled at either of these schools, will receive a reduction of \$200 per family account annually upon application. Contact regarding this discount should be directed to the College Business Manager.

School Card Discount – The State Government no longer financially supports Catholic schools in providing discounts against school fees to qualifying, low-income families. St Francis de Sales College does, however, continue to provide financial aid to qualifying families by way of a reduction in fees. Families must complete an application form at the beginning of each school year if they believe they will qualify for assistance. The forms can be downloaded at:

<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

All "school card families" are charged full fees and a 40% discount to their tuition fees will be adjusted on their account, upon the College receiving confirmation of their eligibility.

Fee Remission - Families who encounter financial hardship and change of financial circumstances may apply for support through fee remission from the College. Remission applications are lodged with supporting documentation and College support is discussed with the family by the College Business Manager.

Fee remission applications are considered on a case-by-case basis by the Finance Committee of the College Board, with family identifier information removed. Remissions are only able to be considered if a regular commitment is in place and the payment plan has been honoured for at least a three-month period. All remissions are credited to accounts in December, dependent on the honouring of the agreed payment plan throughout the year.

9. OVERDUE ACCOUNTS

Accounts for fees are due and payable in full through one of the methods outlined in Point 5. Any variation must be supported by a signed agreement with the Business Manager.

Where all attempts to work in partnership with families to collect outstanding fees by the College fail, collection of the outstanding debt will be placed into the hands of a collection agency, in line with Catholic Education SA policy. Prior to this occurring, the family will be advised of the College's intention to place the account with a collection agency and be provided with a further fourteen (14) days to pay or reach an agreed payment plan. Once the debt has been given to a collection agency, all correspondence regarding the debt will be between the agency and the family, with all additional costs of the agency involved to be added to the debt requiring payment.

10. NOTICE OF WITHDRAWAL

Families of children attending the College are requested to provide one terms notice in writing of their intention to withdraw their child/ren from the College, to avoid financial impost to the College in its planning, staffing and resourcing.

After withdrawal, fees are re-calculated and charged on a pro-rata basis of enrolment. Credit balances will be refunded to families.

Outstanding fees will be required to be paid in full as soon as possible once advice on withdrawal is made.