

## Fees Policy

### Rationale

This College Board policy aims to support the College to deliver a quality education for its students.

The College operates on a not for profit arrangement which means that all monies received contribute to the operational costs of the College, ongoing maintenance, refurbishment and the provision of new facilities.

Parents choosing to send their child (children) to John Paul College understand and accept the financial commitment to pay school fees and charges billed to their account.

All families are expected to meet their fee commitment in full by way of regular payments in accordance with the fee schedule.

### Determination of Fees

Fees are charged by the College to supplement the funding provided by State and Commonwealth Governments. Fees are charged on a per student basis. School fees do not include iPads / laptops (or device applications), uniform, book or stationery costs. School fees are set annually by the College Board. Parents are formally advised each year of the current fee schedule in November.

### Expectations

Upon enrolment at John Paul College a commitment is made by parents to support the policies of the school. Each family at John Paul College has a fee commitment. For most families this will be the full fee level, with a concession for additional children. For those families eligible for fee assistance the fee commitment will be less than the full fee level and dependent on individual circumstances. All families are expected to meet their fee commitment and to prioritise their family needs and wants to meet this commitment. It is expected that each year parents pay their school fee commitment in full for their child (or children) by the due date. A new enrolment application for a sibling will not proceed where a family has failed to meet their existing fee commitment for their child (children) enrolled at the College despite all efforts by the College to arrive at mutually acceptable arrangement. The College Board views this commitment to fees most seriously and believes that families need to clearly work together with the College in this regard.

Further to the above the College will only accept applications for interstate, overseas trips and significant co-curricular activities from students whose families are up to date with their fee commitment at the time of application for the activity. Such activities include the Presentation Ball, the Central Australia trip, the Italy trip and other activities as nominated by the Principal or the Board from time to time. These activities are optional and whilst they provide students with additional opportunities, they are not a required element of our education goals.

The College is reliant on families to meet their fee commitment if it is to continue to deliver a quality education and continue to maintain and improve facilities. The non payment of school fees means that planned maintenance or improvements to the school cannot proceed. Failure to do so will be to the detriment of students, staff and the College community.

### College fees and charges<sup>1</sup>

#### Enrolment fee

This is payable when your enrolment application is lodged with the school. It is a non-refundable fee for the processing of your child's enrolment application.

<sup>1</sup> Please refer to the current School Fees and Charges schedule for the current rates. Please note that rates in the schedule only apply to students who are residents of Australia and attract State and Commonwealth government grant funding. Students who are not in this category are known as full fee paying students and will incur higher fees due to the absence of government funding.

## **Acceptance fee**

If your application is successful, the College will offer your child a place at the school. The fee is payable upon your acceptance of this offer. This fee will be deducted from your first school fee account. Should your child not commence school, the acceptance fee is non-refundable.

## **College fees**

College fees together with State and Commonwealth Government grants pay for the running costs of the school. These costs include salaries, maintenance, utilities, insurances and capital expenditure.

Fee levels are set on an annual basis by the College Board. In setting fees, the College Board is most mindful of keeping fees at a manageable level for parents, whilst ensuring that the College has an income that allows it to provide a broad and comprehensive education for all of our students. Fees are determined, on an annual basis, at a meeting of the College Board.

School fees are invoiced annually in January each year. The fee per child varies according to the year level of study.

Should you withdraw your child before the school year commences, there is no refund of acceptance monies paid. Should you decide to withdraw your child from John Paul College before the completion of the school year, one term's notice must be provided in writing and all fees and charges are payable for this period. Fees and charges due for the one term's notice together with any outstanding monies are payable in full upon your child's exit from the College.

## **Sibling discounts**

The College Board recognises that families make a significant commitment to their children's education when enrolling them at John Paul College. This commitment is recognised by offering a sibling discount to families with more than one child at the College.

Additional cost items:

The following optional items are available at additional cost.

- Chartered school buses. These are special buses which service the Carrum Downs / Chelsea Patterson Lakes areas.
- Non - compulsory excursions
- Instrumental music lessons.
- Vocational Education and Training Certificates (VET) Certificate courses<sup>2</sup>
- VET bus transport, material, clothing, excursion costs. Charges from the organisation concerned are added to school fee accounts as provided to the College during the year<sup>2</sup>

## **Family assistance**

The College is committed to providing a full and Catholic education for all enrolled students. For those families where meeting the cost of school fees creates financial difficulties a support mechanism known as Family Assistance is available.

This may take the form of a time concession which enables families to make smaller but still regular payments during a period of financial difficulty by entering into an agreed payment plan. The arrangement is normally reviewed within six months with the expectation of a return to higher payments to achieve the full payment of the balance.

Families who are experiencing ongoing financial difficulties may apply for a reduced payment plan. It takes the form of a concession to the normal school fees. Families are expected to make regular payments to meet the reduced fee level by the agreed date. In the interests of justice to full fee paying families, applications for reduced fees are means tested and in general to be entitled for a concession you must be the holder of a Health Care Card. Concessions or particular arrangements granted apply only to that year and families do need to re- apply each year.

<sup>2</sup> VET certificate courses are provided by organisations external to the College. Parents are advised that if their child withdraws from the course after the organisation's cut off date they will still retain responsibility to pay for all costs attached to their child's chosen course. This is because the College will be still charged by the organisation and as such this cost will be directly passed on to the parent's fee accounts and become part of monies owed to John Paul College.

The College Business Manager will interview each family who applies for family assistance prior to the commencement of the school year. Information disclosed is treated with respect and full confidentiality. Should unforeseen financial hardship occur during the year, it would be appreciated if you could contact the Business Manager as soon as possible. (Please telephone 9784 0200 for an appointment.)

### **Fee payment plans**

In order to support families in meeting their fee commitment the College offers a range of payment options. These options allow parents to identify how the College can help them in budgeting to meet their fee commitment. Fees are billed annually in January and at this time families are asked to identify the payment plan that will best support them.

It is expected that where fees are not paid in full in February, they will be progressively paid by regular direct debits so that each term is paid in full by the end of the term.

Where fees are not paid by direct debit and have not been paid in full by the end of the term an administration charge per term may be applied to your account. Please refer to the current School Fee Payment Options schedule for details. All Term 4 fees must be finalised by 30<sup>th</sup> November. Families will receive an account statement each month indicating their progress with payments.

### **The following payment plans are offered currently:**

#### **1. Payment in full**

Single lump sum payment in February. For families that utilise this form of payment a discount (on Annual Tuition fee component only) is offered. Please refer to the current School Fee Payment Options schedule for details. This recognises the fact that only one payment is processed and that no further accounts need to be sent for the year.

#### **2. Payment by Direct Debit instalments**

When electing to pay by instalments, a direct debit from a nominated bank account or credit card is required. Payments are required to be made by the published due dates (normally spaced over ten months, beginning in February and ending in November).

#### **3. Alternate payment plans**

Payment plans outside of the above arrangements including family assistance need to be discussed and agreed to by the Business Manager. Interviews must be arranged with the Business Manager prior to the end of January each year.

### **Fee Collection**

Families who are finding it difficult to meet their fee commitment even during the year, are invited to contact the Business Manager to determine how best to resolve the situation. Families who do not meet their commitment and do not seek assistance from the College can expect collection procedures to be initiated. These procedures include contact by the College initially and if this is unsuccessful may lead to further action by an external collection agency.