



## LOYOLA COLLEGE

### SCHOOL FEE POLICY

<b>Intended audience</b>	Loyola College Community
<b>Author</b>	College Board
<b>Ratified</b>	Semester 2 2013
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#### VALUES

The values which inform this policy are:

- Justice
- Equality
- Trust
- Commitment to those with special needs
- Concern for the pastoral well being of all
- Promotion of community.

#### ASSUMPTIONS ABOUT SCHOOL FEES

- As a Catholic school, Loyola College's income is received from Government grants, school fees and fundraising by the College community
- The level of fees charged must be sufficient to support the educational program of the College
- Those responsible for the setting of school fees will be sensitive to the financial constraints upon families wishing to send their daughters and sons to Loyola College.

#### POLICY

The following policy must be interpreted in the light of the Loyola College Vision and Mission Statement and read in conjunction with the Enrolment Policy. Therefore, in implementing this policy, the College Principal and the College Board have a degree of discretion.

Given the assumptions about school fees, it is the policy of the College that:

1. Tuition fees will be charged for each student enrolled, as well as a building levy charged per family. At the time of enrolment, families will be made aware of the College School Fee Policy which will be available on the College Website.

2. The level of school fees will be reviewed annually by the College Board taking into account the financial needs of the College and the ability of the College community to meet these fees.
3. A discount will be granted to all families who have two or more students enrolled at Loyola College.
4. A discount will be granted to all families who pay annual fees up-front i.e. by the due date of the annual account.
5. Fee concessions will be granted according to need but there is an expectation that a minimum contribution would be made by all. Fee concessions are reviewed annually. The College Principal, assisted by the Business Manager, is authorised to grant school fee concessions to families in need (refer to Section 4 of this Policy). The number and level of such concessions shall be reported to the College Board but the names of families receiving such concessions shall be confidential to the Principal, Business Manager and Chairperson of the Board, unless in an extraordinary circumstance the Board determines otherwise.
6. Access is not denied to students because of a serious cause of inability to pay school fees.
7. Outstanding school fees will be pursued as a matter of justice to other parents.
8. Parents need to be aware that non payment of fees will impact on the potential of a student's involvement in the co-curricular program of the College.
9. Legal procedures to recover outstanding fees may not be instituted without the express permission of the College Board's Finance Committee.
10. Due consideration will be given to C.E.C.V. and Archdiocesan policies relating to school fees.
11. Tuition fees must be paid for tuition services delivered.
12. There is no discounting of tuition fees when subject or program clashes occur.
13. There is no reduction in fees as a result of a student's involvement in studies outside the College. The College annual fee is based on the assumption that students complete all their studies at the College. Consequently any costs associated with variations from the mainstream program of study must be met by individual families. Opportunities for students to study off site are provided to families on the assumption that they will meet the costs of such programs.
14. Any credit of fees for a long-term absence (one Term or more) will be considered at the discretion of the Principal.

## **CONSEQUENCES**

This policy will be used to guide the annual decision as to the level of school fees charged and the determining of levies.

At the time of enrolling their daughter or son, parents will be made aware of the obligation to pay school fees regularly and will be required to sign an undertaking to do so. Families will have access to the College School Fee Policy (available on the College website).

Normally, eligibility for fee concession should be formally sought with adequate supporting financial information (refer to Section 4 of this Policy). However, in some circumstances, it may be appropriate for the College to take initiative to offer a fee concession, e.g. sudden death of family breadwinner. The decision of the College regarding eligibility for fee concession shall always be conveyed in writing.

When a parent has difficulty paying school fees, this will be treated with discretion and confidentiality on a one-to-one basis with the parent and the principal or his delegate.

The method of billing school fees will be designed to facilitate the College's cash flow and to assist parents in meeting their commitment to pay fees.

In pursuing payment of outstanding fees, the College will undertake whatever steps are necessary to ascertain the family's ability to meet the debt and then if necessary, and with the College Finance Committee approval, take legal steps to recover the money owed to the College.

## **PROCEDURES**

### **1. Setting of School Fees**

The College Board will determine the level of school fees (tuition and levies) and family discount based on budget estimates to meet the needs of the College for the following year. In the final term of the school year, parents will be advised of the school fees for the following year.

### **2. Billing and Method of Payment**

#### **Fee Arrangements:**

In December, a 'Fee Paying Arrangement Form' will be sent out to parents. On this form parents elect how they wish to pay the fees for the following year ie:

- Annually (this will show the total annual fees, taking into consideration the 5% discount for paying up front).
- Two equal instalments.
- Four equal instalments.
- Instalments by Direct Debit: weekly, fortnightly, monthly.
- Instalments by BPAY, cheque, credit card and cash (weekly, fortnightly, monthly).

It is the expectation of the College that these arrangements will be honoured. If accounts are paid late there is an administration fee of \$30 per student for each term the account is overdue.

There is a deposit charge (\$300) required to be returned with there-enrolment form by mid August. The deposit will be credited to the following year's fee account.

There are discounts on tuition fees for families with more than one student at the College.

Anyone experiencing difficulties with fees is encouraged to contact the College Business Manager to discuss the situation.

#### **School Camps and Retreats:**

School Camps and retreats are a compulsory element of the curriculum and is part of the global tuition fee charged, with the exception of VCE Outdoor Education which is charged separately. The College budgets for and is charged (by the venue organisation) for all students to attend the nominated camp or retreat. Therefore it is unable to refund fees for students who do not attend.

### **Methods of Payment:**

Accounts may be paid by:

- Cash at Reception during office hours (8.00am ~ 5.00pm)
- Cheque at Reception or through the mail. Cheques are payable to 'Loyola College' and mailed to 325 Grimshaw Street, Watsonia, 3087.
- BPAY – contact your bank, credit union or building society to make this payment from your cheque, savings or credit card account. Please quote biller code and your reference number (as printed on accounts).
- Credit Card (at Reception or over the telephone).
- Direct Debits: a form must be completed in order to process regular payments directly from your bank account, between February and November.

### **Student Exchange Concession:**

Students on exchange to overseas schools are not charged fees during the period of their absence.

### **Exit Procedures:**

When a student leaves the College it is the parent's responsibility to notify the College in writing. The Accounts office will complete a 'Final Fee Account' form which will state fees payable or refundable. Without notification the student will continue to receive tuition fees.

### **COLLEGE FEE PAYABLE/REFUND POLICY**

If a student leaves within the:

- |                             |                                   |
|-----------------------------|-----------------------------------|
| - first 5 weeks of term 1:  | 25% of the year's fees are due.   |
| - second 5 weeks of term 1: | 37.5% of the year's fees are due. |
| - first 5 weeks of term 2:  | 50% of the year's fees are due.   |
| - second 5 weeks of term 2: | 62.5% of the year's fees are due. |
| - first 5 weeks of term 3:  | 75% of the year's fees are due.   |
| - second 5 weeks of term 3: | 87.5% of the year's fees are due. |
| - first 5 weeks of term 4:  | 100% of the year's fees are due.  |
| - second 5 weeks of term 4: | 100% of the year's fees are due.  |

### **Fee Collection Procedure:**

It is the obligation and responsibility of parents to contact the Business Manager if payments cannot be made as per the fee paying arrangement form. If fees become overdue, the College will take the necessary steps (refer to Section 3 of this Policy) to follow up the debt.

## **3. Non Payment of Fees**

**In the case of a student currently at the College, the procedure will be:**

- I Initial follow up will be made after the due date of the account payment, regardless of the payment arrangement.
- II The initial follow-up shall be an account rendered or telephone call by the College Accounts Officer.
- III If no contact has been made with the Accounts Officer within seven days after the initial follow up, a letter will be sent requesting either payment or contact be made with the Accounts Officer to discuss the matter (letter 1).

- IV If after a further seven days the parents have taken no action, a second letter (from the Business Manager) will be sent requesting payment or an appointment within seven days (letter 2).
- V If there is no response to this letter the Business Manager will attempt to ring the parents to discuss the matter.
- VI If the parents cannot be contacted to make an arrangement, or make an arrangement that is not kept, a letter from the Principal will be sent requesting payment or an appointment, within seven days, to discuss the outstanding account (letter 3). Failure to respond may result in temporary withdrawal of tuition and referral to the Finance Committee.
- VII If the parents do not make an appointment to meet with the Principal to discuss the matter, they will be informed that their debt would not be allowed to increase and that they will be required to pay all account arrears (letter 4). The Principal may also send the student/s home (accompanied by Letter 4), explaining that the student/s may not return to the College until the parents have met with the Principal. This meeting will be held in the presence of another staff member. A written record will be kept of the meetings with both students and parents. Failure to respond to letter 4 will result in parents being requested to pay all arrears and a full term's fees (10 weeks) in advance.
- VIII If the parents do not contact the Principal within seven days after letter 4, or make an arrangement that is not kept, the Principal, with the approval of the College Finance Committee, will write (by certified mail) to the parents and inform them that their child/ren is/are no longer enrolled at the College (letter 5). The account may also be handed to a collection agency for recovery and the debtor will then be liable for all collection costs and any associated fees involved in the recovery of the debt.

**In the case of a student who has left the College:**

- IX At the time of leaving the College, the parents will be notified of the outstanding fees, via the 'Fee Account on Exit' advice.
- X If, after two weeks of leaving the College the outstanding fees have not been paid, a letter will be sent by the Principal requesting parents to settle the account, and informing them that if there is no response or satisfactory arrangement entered into to pay the outstanding fees, the account will be handed to a collection agency (Letter 6).

The debtor will then be liable for all collection costs and any associated fees involved in the recovery of the debt.

At all times, the College will ensure that people suffering financial hardship are given due consideration. Outstanding accounts will not be passed to a collection agency unless the College can demonstrate a long period of attempting to contact the parents to negotiate the payment of the account. It is only after a family has demonstrated that it is not prepared to either honour an arrangement entered into for the payment of fees, or refuses to attend any meeting to discuss the payment of fees, that the matter will be handed to a collection agency. Before this happens, the family concerned will be discussed at the Finance Committee meeting and approval sought, and, if appropriate, the Parish Priest in whose parish the family resides will be notified and asked if he was aware of any extenuating circumstance.

#### **4. Fee Concession**

A formal application process is required for arriving at a decision to grant a fee concession. The following criteria will be considered:

- Total family income (supported by Tax Returns)
- Family size
- Other educational institutions to which the family has commitments
- Availability of discounts at other educational institutions
- Availability of Government assistance to parents
- Other extraordinary family commitments.

In the final determination of a fee concession, consideration will be given both to the need for an actual concession in the amount of money to be paid to the College, and the need to spread the payment over an appropriate time. Fee concession is reviewed annually.

If a concession is granted, this precludes the student(s) from applying for interstate or overseas tours which are charged separately to parents or guardians.

This Policy will be implemented in accordance with existing privacy legislation and related policies.