



Edmund Rice College

SCHOOL FEE MANAGEMENT POLICY

RATIONALE

This policy is intended to provide comprehensive, transparent and accessible information regarding the management of school fees to all stakeholders of Edmund Rice College.

Key Aims Relating to the Management of School Fees

- To operate within the context of the EREA Charter, underpinned by EREA core values
- To provide greater transparency in relation to the setting and collection of school fees
- To maintain high standards of ethical and financial practice

SCHOOL FEE MANAGEMENT

Management of school fees involves a number of different activities including **Invoicing, Receipting, the granting of Fee Concession and Fee Collection.**

INVOICING OF SCHOOL FEES

The College charges school fees to cover the gap between government funding and the cost of providing quality educational services for its students. It is therefore expected that families will meet their fee payments as charged and within the timeframe requested. **School Fee accounts are to be settled in full by 30th November each year.**

School fees are set every year by the College and approved by EREA. These fees include:

Application Fee

This is payable for each new student on application for enrolment at the College. It covers the administration costs of student enrolment application. This fee is non-refundable and is not deducted from the first year's fee charges.

Enrolment Administration Fee

This is payable for each new student to confirm their acceptance of enrolment at the College. It covers the administration costs of student enrolment. This fee is non-refundable and is not deducted from the first year's fee charges.

Tuition Fee

This fee is payable for each student in your family.

Activities & Resources Fee

This covers the cost of resources and compulsory activities including excursions, in-school activities, guest speakers, camps and retreats. All students are required to participate in compulsory activities organised by the College. There is no refund for students who do not attend compulsory activities (e.g. camps), as these activities are booked in advance based on the relevant year group or class numbers. This fee is payable for each student in your family.

Compulsory Family Levy

This Levy is payable per family. This includes the Building Levy which contributes to the capital and maintenance costs of the College and the Parent Forum Levy.

Elective Fees and Other Charges

- Some senior elective subjects have additional costs for materials or specific activities.
- **TAFE Charges:** Students participating in TAFE courses, such as EVET, will be billed for the difference between the TAFE Invoice and what is reimbursed by the NSW State Government. This difference may exceed 50%. Students participating in TAFE courses not subsidised by the NSW State Government will be charged the full cost.
- **Other External Courses:** Students participating in external courses (such as distance education courses), which are not subsidised by the NSW Government, will be charged the full cost.
- Replacement charges for lost or damaged text books, library books, student diaries, student ID cards, locker padlocks and keys or any other College resources.
- Cost of participation in voluntary or extracurricular activities or events including Elective Sports Programmes.
- Replacement or repair charges for damage to College property, whether accidental or deliberate.

VOLUNTARY CONTRIBUTIONS

- ***Edmund Rice College Building Fund:*** Contributions to this fund are used to finance improvements to College facilities. Donations to this fund are tax deductible.
- ***Edmund Rice Foundation:*** The Edmund Rice Foundation supports the projects of the Oceania Province of the Christian Brothers. Visit www.erf.org.au for more information.

COMMUNICATION TO PARENTS/CARERS REGARDING SCHOOL FEE INVOICING

Families will be issued with a '*Schedule of Fees & Charges*' for the next school year as soon as these charges are determined and approved by EREA. This document will also be made available on the College website.

School fees will be invoiced at the beginning of each school year with further transaction statements issued monthly. Any additional charges will be added as they occur. Families may also access and make payments to their school fee account via the TASS Parent Lounge.

METHODS OF PAYMENT

Unless alternative payment arrangements have been approved by the College Finance Department, accounts must be **settled in full by the 30th November each year**.

Fees may be paid in full, by the term, monthly, fortnightly or weekly. Preferred payment method is by direct debit via the TASS Parent Lounge. Alternatively, payment can be made via Bpay, debit or credit card (online, over the phone or in person), cash, cheque or money order. More detail is provided with fee invoices and statements. The Fees Administrator can assist with implementing the payment plan that is most suitable for each family.

RECEIPTING OF SCHOOL FEES

Receipts will only be issued for cash payments. All payments received during the course of a month will be shown on the next invoice/statement.

SIBLING DISCOUNTS

Sibling discounts apply to Edmund Rice College students who have older brothers at the College or older sisters at St Mary Star of the Sea College. The discount applies only to the Tuition fee as follows:

Oldest child in family	No discount
Second child currently enrolled	20% discount
Subsequent siblings currently enrolled	25% discount

EARLY LEAVERS & LATE STARTERS

For students leaving or enrolling at the College during the school year, total fees will be charged on a pro-rata basis where possible. It should be noted that the Year 12 academic year concludes *at the end of Term 3*. For early leavers, all College resources e.g. books, equipment etc. must be returned by the leaving date. Replacement cost of unreturned items will be invoiced to school fees. **Any school fee balance owed to the College must be settled by the student's last day at school.**

PRIVACY & CONFIDENTIALITY

All personnel involved in school fee management are required to maintain strict confidentiality and respect for the circumstances, dignity and privacy of families. Generally, this information is only accessed by the Principal, Business Manager and Finance Department staff. All fee related correspondence will be either mailed or emailed to the parent/carer rather than handed to students to take home.

FAMILY COMMITMENT

Whilst no child will be denied access to a Catholic education due to **genuine** financial hardship, when families decide to enrol their son at Edmund Rice College, they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

JOINT AND SEVERAL LIABILITY

Parents/carers enrolling a student at the College enter into a contract to pay all school fees and levies. They execute this by signing the Confirmation & Commitment of Enrolment Form. In other words, the parties that have signed the Confirmation & Commitment of Enrolment Form have committed to payment and responsibility for fees in a joint and several arrangement.

It should be noted that Child Support Agreements and Family Law Court Orders are agreements between parents/carers and do not impose obligations on the College in relation to invoicing nor do they negate Joint and Several Liability. Therefore, Edmund Rice College will not act on such documents in relation to school fees.

FEE CONCESSION – FAMILIES IN GENUINE FINANCIAL HARDSHIP

As a Catholic school in the Edmund Rice tradition, the College is committed to assisting families experiencing **genuine** financial hardship.

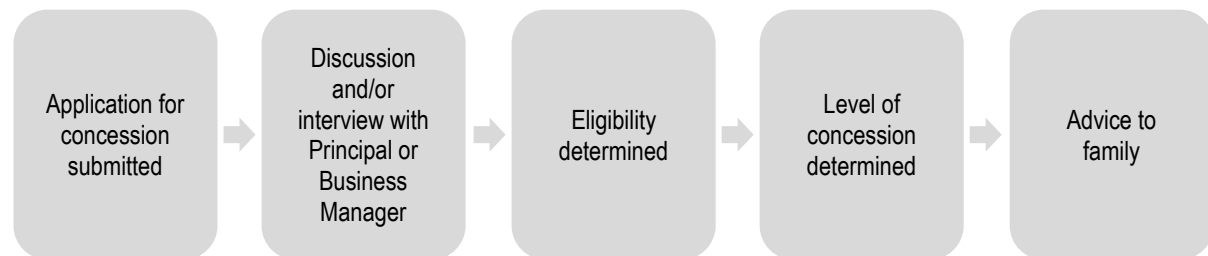
For the purpose of determining eligibility for Fee Concession under these circumstances, the definition of genuine financial hardship has been determined as:

A situation where a family is unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations to pay school fees, rather than an unwillingness to do so. Financial hardship can be of limited or long-term duration.

In these circumstances, the College expects that families seek such support and subsequently engage in such agreements in good faith. This means:

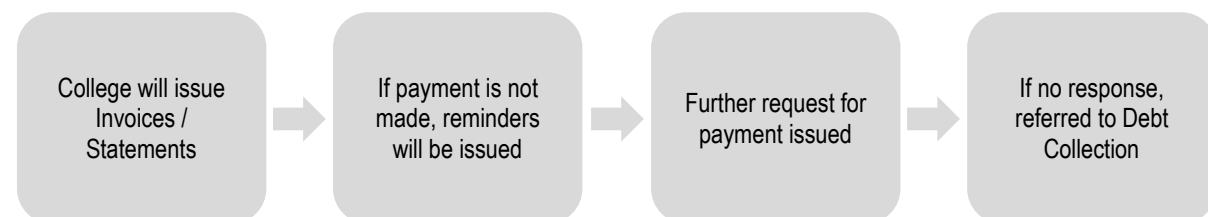
- families acknowledge the importance of school fees as a means to providing opportunity, facilities and resources for all students;
- families will respond to communication from the College that seeks to determine:
 - their need for financial support;
 - the extent of financial support; and
 - the capacity of families to make some agreed contribution towards school fees;
- families are open, honest and transparent in their communication;
- families are faithful to agreed payment plans of support.

Any family suffering genuine financial hardship is invited to apply for fee concession via a Bursary Application. Application forms are available from the School Fee Administrator or from the College website. On submission of an application, complete with supporting documentation, an appointment will be made with the Principal or Business Manager to discuss the matter. Concessions granted are subject to annual review.



COLLECTION OF UNPAID SCHOOL FEES

Collection is the action of collecting unpaid monies. It takes place to secure payment from families who are legally bound to pay school fees. If families fail to meet their commitment to pay school fees, the College will take further debt collection action to collect outstanding fees, including any costs associated with the debt recovery process. This process may involve referral to an external debt collecting agency.



RELATED DOCUMENTS

- Schedule of Fees and Charges
- Enrolment Application Form
- Confirmation and Commitment of Enrolment Form
- Bursary Application Form