

SCHOOL FEES POLICY

Purpose

The school fee policy is designed to ensure that all parents accept their responsibility to support the College financially. Payment of fees and levies enables the College to remain viable and provide a quality education to all students. The policy intent is to ensure that those who can pay do, and those who cannot are supported.

Scope

The policy covers all fees and levies raised by the College for the payment of tuition, capital and other related activities.

Definitions

Enrolment Fees – fees payable by parents on application for enrolment and acceptance of an enrolment

Application for Enrolment – in the form prescribed in the College Handbook

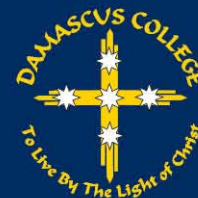
Payment Arrangement Plan- a statement which sets out the manner in which a family proposes to pay the school fees of a student/s.

Family/Families- includes parent/s or guardian/s

Policy Statement

Damascus College:

- will require the parents/guardians of a student to pay the necessary enrolment fee for each student upon an application for enrolment at the College;
- will charge an annual enrolment fee for each student enrolled at Damascus College;
- may charge additional levies and extracurricular activity fees as may be necessary from time to time;
- will annually review the fee structure upon recommendation from the Finance, Facilities and Risk Subcommittee;
- will require families to complete a Payment Arrangement Plan by the end of November for the upcoming school year;
- will consider provision of fee concessions upon application on a case by case basis according to the applicant family's circumstances and the ability to pay. There is an expectation that some contribution will be made by all parents/guardians;
- will, as a matter of justice to all parents and students, pursue outstanding fees and levies to ensure the College's viability according to College procedures;
- will aim to ensure that the educational and financial operations of the College remain independent to ensure all students are treated equally;
- will endeavour to make additional extra-curricular activities available to all students with the College reserving its discretion to allocate places in such activities to students whose families are satisfactorily meeting their financial commitment to the College;
- will apply a family discount to families who have two or more students enrolled at the College;
- will notify the Board and the Diocesan Director of Catholic Education where legal proceedings are instituted for the recovery of outstanding fees and levies; and



- will, on the departure of a student, charge families for the full term in which a student leaves the College.

Procedures

- Fees will be raised for each family at the start of each school year and families are required to submit a Payment Arrangement Plan to the school by the end of November for the upcoming school year indicating how they will meet their obligations. If a family does not submit a Payment Arrangement Plan it will be required to pay in full by 28 February. These payment plans will be monitored, and where families are not fulfilling their obligations the onus is on families to enter into a dialogue in relation to their situation and capacity to pay fees. Where a dialogue is not forthcoming and responsibility for payment is not met, the Principal reserves the right to terminate the student's enrolment.
- The College Principal and Business Manager are authorised to grant fee concessions to families in need. A process for fee concession will be published and available to families in need. The number and level of such concessions shall be reported to the Finance, Facilities and Risk Subcommittee but the names of the families shall remain undisclosed.
- Where sensitive issues arise, for example, where the student applies for high-cost extracurricular options in the context of unpaid fees, the circumstances of the student and family will be carefully considered by the Principal and Business Manager. Negotiations with the parents and student may be required to resolve such situations; the needs of the student, justice for the community and the College's financial viability will need to be balanced in these negotiations. The Principal's decision in these matters will be final.

Responsibilities

The Principal has overall responsibility for the implementation of this policy.

Associated Documents

Damascus College Fee Procedures
Damascus College Vision Statement
Damascus College Mission Statement
Ballarat Diocese School Fees Policy
Damascus College Privacy Policy
Damascus College Enrolment Policy