



SCHOOL FEES POLICY

1. 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.

2. Review

The review of this policy will take place during an internal audit as per document schedule, or as a result of a change in guidelines, policy or process. Reviews shall be conducted by a person responsible for the activities outlined in the procedure.

3. Responsibilities.

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

The Leader of Business Services is responsible for the management of College fee structure, tuition and levy charges, account management and reporting to the Finance Facility and Risk Committee.

The Finance Assistant is responsible for the day-to-day management of family accounts, processing of payment plans, record keeping and arrears.

Families of Damascus College students are responsible for the payment of fees as per the enrolment agreement, payment structure and adherence to the College requirements as per this policy.

4. Scope

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

5. Definitions

Enrolment Fees – A nominated Application Fee is payable by parents/guardians on application for enrolment at Damascus College.

An acceptance fee is also payable by parents/guardians upon acceptance of an offer of enrolment.

Application for Enrolment – Submission of the form prescribed on the College website.

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

Capital Levy – This fee is levied for the ongoing capital upgrade of the College Facility

Extra- Curricular Charges – Fees relating to optional aspects of the College's programs, services provided for individual music tuition or overseas travel, the rowing program, ski trip and some major projects undertaken by senior technology students.

6. 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 require the parents/guardians of a student to pay the necessary enrolment acceptance fee for each student upon accepting an offer for enrolment by the College
- Will charge an annual enrolment fee for each student enrolled at Damascus College;
- May charge additional levies and extra-curricular 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 the 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 and that reasonable evidence will be provided to support an application for concession.
- 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 receipt of exit documentation indicating the departure of a student, charge families for the full term in which a student formally exits the College.

7. 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 the 28th of February. Payment plans will be monitored, and where families are not fulfilling their obligations, the onus is on families to enter into a dialogue with the College 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 Leader of Business Services 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 will not be disclosed.
- Where sensitive issues arise, for example, where the student applies for high-cost extra-curricular options in the context of unpaid fees, the circumstances of the student and family will be carefully considered by the Principal and Leader of Business Services. 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.

- Written notification of a student withdrawing during the College year is required to end the enrolment. Where a student exits the College during a term, fees are payable to the end of the term the student formally withdraws.. Fee accounts will be adjusted pro-rata for tuition fees and the capital levy.
- Camps, Sports and Excursion Funds (CSEF) are provided by the Victorian Government to the College to assist eligible families cover the costs of school trips, camps and sporting activities. For families that hold a valid means-tested concession card, or are a temporary foster parent, they may be eligible for CSEF. An allowance will be provided as a concession to families, paid against the fee account as camps, sports and excursion costs are built into the tuition fees.
- As a last resort, the College will commence debt recovery or take legal action where no adequate response has been achieved from approaches for fee payment. Costs incurred by the College from such methods are fully recoverable from the Debtor. This is a last resort for the College but is necessary as a matter of justice for paying members of the College community and the financial sustainability of the College. Please note: Where an account has been referred for legal action, families will be required to make an appointment with the Principal/ Leader of Business Services to discuss the continued enrolment. Failure to comply with this request may see the enrolment discontinued.
- The College tuition fees are a global fee contributing towards the total costs of delivering the College curriculum to students. Tuition fees paid are not refundable for the school terms where a financial obligation exists under this policy, or where parts of the curriculum can not be delivered due to circumstances beyond the control of the College.

8. Associated Documents

Damascus College Fee Procedures
Damascus College Vision Statement
DOBCEL School Fees Policy
Damascus College Privacy Policy
Damascus College Enrolment Policy
Damascus College Fee Arrangement Form

9. Records

Records of a student's enrolment application will be stored and archived in accordance with the records management and archives schedule.