



School Fees Policy

Introduction

Sacred Heart College Kyneton is owned and administered by Mercy Ministry Companions for the Sisters of Mercy through Mercy Education Limited.

Sacred Heart College Kyneton is a not-for-profit organisation which maintains assets such as the school buildings and other educational items and retains responsibility for liabilities such as loans and employee leave entitlements. Sacred Heart College Kyneton has legal obligations to its employees, suppliers and loan providers to make payments as and when they fall due.

In determining the fee structure for the College, the Principal, College Finance Committee and College Advisory Council endeavour to keep fees affordable and as realistic as possible to cater for the wide income range of parents at the College. This is balanced against the need to provide best practice curriculum opportunities and facilities for students.

This policy outlines the principles that underpin Sacred Heart College Kyneton's approach to the collection of fees. It also outlines procedures pertaining to annual fee schedules, accounts, payment options, fee concessions, and the recovery of unpaid fees.

Purpose

Sacred Heart College Kyneton is committed to ensuring the long-term educational effectiveness and operational capacity of the College.

Consistent with the shared mission of the Catholic Church and the Sisters of Mercy, the Principal may grant fee concessions to families experiencing financial hardship. Families wishing to apply for fees concession need make this application in writing, attaching the fees concession form.

A variety of fee payment procedures and options are available to assist families to meet their financial obligations.

Non-payment of fees, where parents consistently disregard reminder notices, fail to discuss the issue with the College, and/or default on alternative arrangements may lead to legal action being taken against the family as a last resort, with any subsequent legal costs being added to the family account.

Enrolment numbers, corresponding staffing and other resourcing implications are factored into fee structures and settings.

Procedures

1. School Fees and Charges

Parents receive an annual letter to provide updated fee information. All relevant information and updates are available on the College website. Tuition Fees listed on the School Fee schedule constitute all compulsory charges by the college. Additional charges may apply for VET Subjects, Music Instrumental Classes, or any other extra-curricular participation.

2. Enrolment Variations during the Year (Commencement, Withdrawal, Extended Absence)

The College recognises that circumstances often change after the commencement of a school year, resulting in some numbers of students joining or leaving the College during the year, or taking extended leave of absence.

Enrolment during the year. Families who enrol a student during the school year will be charged on a pro-rata basis. However, the Enrolment Levy (a one-off levy payable at the time of enrolment) is payable in full and will not be refunded.

Delayed commencement. Once a student is enrolled for a school year, it is expected that he or she will commence at Sacred Heart College on the designated first day of classes. All fees and charges are billed and payable from that date, whether the student is present or not. The College cannot suspend school fees for vacant places, particularly given that other families on the waiting list may be seeking that place. Families who anticipate some delay in commencement, for whatever reason, should either factor in the cost of school fees or formally exit the College and make that place available for someone else.

Periods of extended absence. For existing students who make an application for an extended period of absence, some College fees and charges will still be payable. Depending on the nature and length of absence, some fee waiver may be applied. Each such application will be considered by the Principal upon written request, but requiring at least one term's notice other than in urgent, exceptional circumstances.

Absence due to illness. Where a student is absent from school for a term or more due to prolonged illness or injury, some form of fee remission may apply. The level of remission will be determined by a number of factors, including the length of absence and the nature and level of ongoing support provided by the College for the student's ongoing learning and wellbeing. All requests for fee reduction due to such circumstances must be made in writing to the Principal, and cases will be considered on an individual basis. Families need to be mindful that the College continues to employ staff and resource the school based on every student enrolled in the College.

Withdrawal of a student during the year. It is the College's understanding that students are enrolled at the College until they complete Year 12. If the student is exiting the College prior to this time, one term's notice in writing is required in lieu of fees charged. If vocational, pastoral or other reasons underpin the withdrawal, a pro-rata reduction in fees may be granted with the approval of the Principal.

3. Part-time Enrolment

All students have an annual program of learning. At senior levels, the annual programs may finish at different times such as for VCE. In addition, some senior programs involve students being off-campus for a portion of their time. These are still regarded as full year programs and fee adjustments are not made according to a student's attendance on any given day. Students on work placements generate significant administrative requirements and have supervisory visits in the workplace by College staff. A student whose learning program is significantly diminished may be considered as a part time student and as such may be entitled to some remission of fees. The level of remission is determined on an individual basis and takes account of the level of part-time status, the number of days attended, and the level of support required. Requests for fee reductions in such circumstances must be made in writing to the Principal.

4. Arrangements for Fee Account Payment

All families must select a payment plan from the options provided on the 'Family School Fee Agreement' proforma. The standard fee payment plan will be for the ten months from February to November; however, twelve-month plans can be accommodated upon request. Please note that the College will continue with payment plans beyond 30 November in any given year, where there are fees and charges still owing.

5. Extracurricular activities

Activities such as Music Tuition, Overseas trips and the Debutante Ball are available to students on the condition that the family school fee account is up to date. Fee circumstances will be considered before approval is given to undertake such optional activities. If special circumstances exist, they will need to be considered and approved by the Principal. Optional extracurricular activities may include non-refundable components.

6. Payment Obligations

College policy requires both parents to sign the initial Enrolment Form in most circumstances. Amongst other things, the signatures represent acceptance of liability for all school fees **for the duration of their child's enrolment at the College**. Enrolment at Sacred Heart College is NOT a sequence of annual contracts.

At the time of acceptance of enrolment, a student's parent(s)/guardian(s) sign the Enrolment Acceptance Form that incorporates obligations and agreements about the payment in full of all fees annually.

The payment of fees is binding upon each signatory to the agreement. Each signatory to the enrolment confirmation form, and/or subsequent re-enrolment form, will be solely and jointly responsible for the timely payment of fees.

7. Fee Concessions

In addition to the discounts that are offered for siblings, the College may consider a reduction in fees where there are circumstances of financial hardship. Parents who do have such difficulties are urged to contact the Finance Department as soon as they are aware that a problem exists. Families must apply in writing and complete the Application for Fee Concession for a concession to be considered.

Granting of concessions is at the discretion of the Principal, and will be considered after reviewing the information provided by the applicant. Concession applications must provide proof of financial circumstance – either by providing a Health Care Card, or three months of Bank Statements. Applications for fee concession forms can be obtained via the school website in the Tuition Fees and Expenses section, or from the Accounts Receivable Officer. All applications will be treated in strict confidence. Families may be required to resume payment of fees at normal fee levels if there is a favourable change to their financial circumstances.

8. Action on Overdue Accounts

Tuition fees are charged upfront and annually in December. Agreed payment arrangements from the range of options provided by the College, are requested to be honoured in a timely manner to facilitate payments from 1 February of each school year.

In the event of non-payment of fees, wherein parents consistently disregard reminder notices, fail to discuss the issue with the College, and/or default on alternative arrangements, the College reserves the right to take legal action to recover outstanding debts from the student's parent(s)/guardian(s). If deemed to be necessary, this action may occur whilst the student is still attending the College.

Overdue fees and costs of debt-collection will be charged to accounts that remain in arrears, where no contact has been made with the Business Manager to discuss the financial circumstances.

The College adopts normal commercial collection procedures in respect of outstanding school fees where no alternative arrangements for payment have been made. Legal action is taken on overdue accounts as a last resort after all other measures have failed. This procedure on Overdue Accounts at Sacred Heart College Kyneton is consistent with other Catholic Secondary Colleges.

To avoid this outcome, families are urged to keep Sacred Heart College informed of your current situation. As a last resort, failure on the part of Sacred Heart College or a Debt Collection Agency to achieve a satisfactory outcome may lead to the College pursuing legal action.

Related Documents

- Sacred Heart College Kyneton Enrolment Policy
- Sacred Heart College Kyneton Privacy Policy
- Mercy Education Ltd Policy 8.01A, Setting School Fees at Mercy Colleges
- Mercy Education Ltd Policy 8.02A, Collection of Outstanding School Fees at Mercy Colleges
- Catholic Education Melbourne Policy 2.27, *School Fees* www.cemelb.catholic.edu.au

Version	Comments	Date Released	Next Review	Author	Approved
1		2017	2018	Business Manager	Principal
2		2023	2025	Business Manager	Principal
3		2025	2027	Business Manager	CLT