



Caritas
COLLEGE

College Fees Policy & Procedure

Policy

Animated by our Catholic faith and in partnership with families, our schools are communities which create opportunities for encountering life to the full – in all its personal, religious, political, ecological and cultural richness.

We value:

- Openness to God's spirit at work in our midst
- All creation's interconnectedness
- Respect for the dignity of each person
- Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide
- Inclusivity of those at the edges
- Sensitivity, justice and compassion

We create an educational environment which matters to students and their families and which resonates culturally and deeply for them. In each learning area, across the whole life of the school, and in partnership with families, each of us discovers in the Spirit, the love of God which is revealed in Jesus Christ, proclaimed by the Church, presented in the scriptures, celebrated in the sacraments and lived by all people of good will. (Catholic Education SA Mission, Values and Vision statement)

At the heart of the Mission of Caritas College, in line with our ethos as a school founded by Saint Mary of the Cross (MacKillop), we aim to provide accessible and inclusive Catholic education and to build dynamic partnerships with families, students and staff and the community so all are included and feel welcome. School fees are required to supplement State and Commonwealth funding to assist Caritas College in resourcing education.

College fees contribute approximately 25% of total school income, and are a critical element of providing quality Catholic education. Access to Catholic education at Caritas College is open to all families.

Responsibilities

The School Board will:

- Ensure fee processes and policies at school level are just, respectful, compassionate and transparent
- Determine school fees annually
- Exercise oversight through its Finance Committee of the fees processes, including procedures for collection of outstanding fees and review of its debtor situation with respect to fees
- Establish a clear understanding of who has responsibility for following through fee collection and for the granting of fee remissions.

The Principal will:

- Implement the Fees Policy thoroughly, appropriately, justly and respectfully
- Ensure details of families' financial circumstances remain confidential to those authorised to access the information

The signatory/ies to the enrolment contract will:

- Pay their fees in accordance with the Caritas College Fee Policy and the conditions of enrolment
- Be honest in interactions with the College regarding fees, and engage with the Principal should issues occur
- Respect the circumstances of other parents and carers in the school community.

Procedure for Fee Collection

The Caritas College School Fees Policy underpins these procedures, and implementation processes are to always be just, respectful, compassionate and transparent.

School fees are inclusive of camp fees, retreats, swimming lessons, excursions and performances provided as curriculum experiences at Caritas College. The fees also include the levy paid to the Diocesan Pastoral Formation Fund, an initiative to support and strengthen our Catholic Schools and Parishes for the service provided to school communities.

Pre-enrolment:

- Enrolment information provided to families, both written and online, including details about all fees and the Fees Policy
- At the pre-enrolment interview with the Principal the Fee Collection Policy, procedures and annual schedule are discussed with families.
- An undertaking to pay all school fees is included in the Acceptance of Offer and enrolment contract signed by the families of students offered enrolment at Caritas College.
- When determining whether a family will receive sibling discount, consideration will be given to circumstances such as whether the children are all enrolled under the same party's name or if the family member can demonstrate full financial responsibility for all children's school fees.

Throughout enrolment:

- School Fees for the following year will be determined by the Caritas College School Board and families will be advised of these amounts in November each year. This will include details of inclusions and exclusion.
- The person/s nominated at the 'Billing Address' will receive a statement in February informing the total amount of school fees to be paid for the school year. An updated account will also be sent to each family within the first month of Term 2, 3 and 4. Should a student commence or conclude his/her studies part way through the year a pro-rata amount of tuition fees will be refunded or offset against any amount owing. Payment of fees is still required where a student is absent from school for any length of time, eg overseas trip, holiday, sickness.

Payment options:

All new enrolling families after January 2013 are required to pay college fees using one of the following options:

- Payment of yearly account within 4 weeks of the Statement of Account date and obtain a 5% discount on the full amount, or
- Direct debit using PaySmart at weekly, fortnightly, monthly or quarterly intervals.
 - Instalments are made by direct debit from your bank account or a credit card (surcharge may apply for credit card transactions)

School Card Discount:

Families who may qualify for the School Card discount should submit the School Card Application Form preferably before the end of March each year. The discount will be passed on to you once you are confirmed eligible by Department for Education School Card Section.

Overdue accounts:

Access to Catholic Education at Caritas College is open to all families. If families experience difficulties with fees, or any other school-related matter, they are strongly encouraged and very welcome to meet with the Principal to discuss ways of managing and negotiating mutually acceptable outcomes. Please note that every endeavour is made to accommodate individual family circumstances.

The process for collecting overdue fees is as follows:

- If no fees have been paid by 31 March, Finance Office staff will make contact with the family as a reminder of the account details.
- With no response by 30 April, the family will be required to set up a direct debit through PaySmart to contribute towards the payment of fees. A letter and statement of account will be provided to the family outlining these details.
- With no response by 15 May, the family will be required to meet with the Business Manager to discuss and implement a payment plan. A letter and statement of account will be provided to the family outlining these details.
- If families have not paid 25%, 50%, 75%, 100% at the end of each respective term, Finance Office staff will make contact with the family.
- If no acceptable response is received from the family, at a time determined by the Principal, the matter will be referred to an accredited debt collection agent. If this occurs, families are responsible for the payment of collection costs. Once accounts have been referred to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors.
- Finance Management staff, with the Principal, will meet monthly to oversee fee collection, decide actions to be taken and provide a summary report to the School Board.

Related documents

[SACCS Fees Policy](#)

[Caritas College Vision and Mission](#)

[Fee Structure and Schedule as it applies to Caritas College in any given year](#)

Revision Record

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