



Fee Policy

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| Document Date | Monday, 19 June 2023 |
| Process Owner | Principal through Director of Finance |
| Approval Authority | Finance, Risk and Infrastructure Standing Committee |
| Review Date | 2026 |
| Revision History | Fee Policy (2023) |

Preamble

Mercedes College is a co-educational Reception to Year 12 Catholic school. The college provides a strong value-based education encompassing its Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect.

The college is committed to the effective management and recovery of outstanding debts, whilst maintaining a respectful, fair, consistent and accountable approach to quality service.

The college's Finance Department is responsible for debtor risk management.

Purpose and Scope

This Policy exists to ensure fair and equitable school fee setting and collection processes apply to all families enrolled at Mercedes College.

Upon enrolling their child at Mercedes College, families enter a partnership with the school to engage, encourage, and support their child's education.

The college endeavours to keep fees to a minimum, balancing this alongside the desire to provide a quality education and facilities for its students.

The partnership extends to families acting in good faith and spirit to fulfill their financial obligations to the college through their adherence to the agreed fee arrangement.

Policy

Principles

The Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect underpin the fee setting and collection policies of Mercedes College.

- Full payment of the college's school fees is required within 30 days following distribution of the tax invoice/statement unless an agreed payment arrangement has been entered to clear the full balance of school fees by 30 November of the following year.
- The college's preference is to have families on direct debit/credit deductions. These can be agreed on the Payment Authority Form weekly and fortnightly on a Friday, or monthly on the 3rd, 16th or 26th of the month.

- It is the families responsibility to ensure that on the due date there are clear funds available in the nominated bank account to meet the direct debit payment.

Implementation

- School Fees will be set in conjunction with the CEO, the College Council and Finance, Risk and Infrastructure Standing Committee.
- Tuition Fee, Resource Fee, Capital Levy and curriculum extension activities will be added to the family account.
- Discretionary charges to meet curriculum or curriculum extension outcomes, but not undertaken by the whole year level group will be added to the family account.
- Other activities including overseas trips and remote area camps cannot be reasonably determined at the beginning of the academic year and payment for these activities must be made through Qkr and finalised prior to the activity occurring. These charges will not be added to family accounts.
- It is at the Principal's discretion the attendance or participation of a student in other activities due to financial or behavioural reasons.
- Upon issue of the first fee account, \$500.00 of the Confirmation Fee per student will be applied to the family account. Should the student not subsequently attend Mercedes College or be withdrawn from the College prior to the completion of 1 school term, the full Confirmation Fee is forfeited and retained by the college.
- Sibling discount is applicable to the Tuition Fee only. It is applied in decreasing age order with the:
 - Eldest child 0 per cent
 - Second child 15 per cent
 - Third child 30 per cent
 - Fourth child 60 per cent
 - Fifth child 100 per cent
- An early payment discount of 5 per cent will be applied to the whole charge when paid in full 30 days for the date of the annual invoice.
- School card discount application is made via Department of Education as an independent assessment, if approved 40 per cent discount applies to Tuition and Capital Levy for the current year. Application is required annually.
- The college will consider all applications for remission after completion of the Fee Remission Application. Applications will be on a year by year basis. The underlying principle is for this to be fair and equitable to the whole community.
- Families of children awarded a scholarship or other bursary will be provided with a letter detailing how the financial benefit will be applied to the annual tuition fees.



- Advance Fee payments are allowed up to a maximum of 5 years. Tuition Fee and Capital Levies are fixed at initial year's cost for all years. Resource Fee varies annually to the current year cost.
- Monthly tax invoice/statements will be issued allowing families to keep track of their school fee activity, payments made to the college and the balance outstanding.
- It is the position of the college that families listed on the Application for Enrolment have agreed to a contract of education in terms of financial obligations, as well as welfare and educational progress obligations, and will be jointly and severally responsible for the payment of fees.
- If an outstanding fee account is not resolved following the school's engagement with the family, the school may undertake debt collection procedures, whilst adhering to the respective sections of the Fee Procedures. Approval from the CESA Assistant Director of Finance and Infrastructure in line with SACCS Fee Policy.
- Where outstanding fees are owing and no explanation or agreed payment terms are reached and adhered to, the Principal may seek a review by the respective Director of the ongoing enrolment of the student/s at the school.

Essential Supporting Information

Internal

- Debtor Management Procedures
- Debtor Management Policy
- Enrolment Policy
- Remission Policy

External

- South Australian Commission for Catholic Schools (SACCS) Fee Policy
- South Australian Commission for Catholic Schools (SACCS) Fee Procedures
- South Australian Commission for Catholic Schools (SACCS) Enrolment Policy
- South Australian Commission for Catholic Schools (SACCS) Enrolment Contract

Definitions

Authorised Officer (also referred to as the Principal or Director of Finance) means the person who is responsible for the signed enrolment contracts and family fee accounts on behalf of the college.

Annual School Fee is inclusive of Tuition Fee, Resource fee, Capital Levy.

Tuition Fee covers operational costs and resources of the college that are not met by the Australian and State Government funding.

Resource Fee covers all compulsory based year level activities including excursions, camps, retreats, guest speakers and

academic competitions that all students must undertake as part of the curriculum.

Curriculum Extension Activities include but are not limited to Sport, Music, Arts, Clubs.

Confirmation Fee: upon acceptance of enrolment families pay a \$1,000 for first child and \$800 for subsequent children.

Sibling Discount: fee accounts applicable whilst the student has other siblings attending the college who have been enrolled within the same family unit. Discounts are calculated as follows:

- Eldest child 0 per cent
- Second child 15 per cent
- Third child 30 per cent
- Fourth child 60 per cent
- Fifth child 100 per cent