McAuley College

SCHOOL FEE POLICY

McAuley College is committed to providing a quality education for all students. We value creative, contemporary and innovative learning, through quality teaching, in an environment of engagement and partnership with the local community. To support this vision, fees and levies are charged by the College. This policy outlines how fees and levies are managed within the College and subsequent interactions with our parents.

Fees and Levies collected at McAuley College are used for the following purposes, which are aligned with the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions and incursions
- Support the College building program
- Maintain buildings, grounds and other facilities

The College charges a Parents and Friends Levy to support initiatives that improve the learning environment for our students, as identified through consultation with Parents and Friends Advisory Group within the College.

Other charges may apply throughout the year for special activities or co-curricular subjects although the College endeavours to keep these to a minimum.

McAuley College sibling discounts apply to the tuition fee component for families with more than one child enrolled at McAuley College.

McAuley College families who have a sibling with identical fee payer/s attending Brisbane Catholic Education schools, other than McAuley College, are entitled to an additional School discount on the tuition fee. This discount does not apply to family members attending Independent Catholic Schools.

A non-refundable Enrolment Application Fee of $100 per student is payable to the College upon submission of an Enrolment Application.

When a place is offered, parents are required to complete a Confirmation of Enrolment form including a signed Financial Agreement (Section 5a). This is coupled with the payment of a non-refundable Enrolment Confirmation Fee of $200 per student, at the time of Confirmation.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Finance Coordinator for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a Semester basis. A Statement of Fees and Levies will be issued during the second week of each school Semester in accordance with the School Fees & Levies Schedule (available on our website).

2. Fees and levies are due to be paid within 28 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

3. The preferred payment methods for school fees are BPay, Direct Debit Agreement, credit card (Mastercard or Visa) or BPOINT Agreement - provided all fees are paid in full by the end of the school year.

4. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

   a. **Extension of Time** - If an extension is required, please contact the school finance office prior to the due date.

   b. **Payment Plan** - Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Business Manager.

   c. **Fee Concession** - In cases of financial hardship an application may be made for a fee concession.

      (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration of a subsequent 12-month period will require a new application.

      (ii) A compassionate and just approach, under the mission and values of our school, McAuley College and the wider organisation of Brisbane Catholic Education, is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools/colleges for assessing eligibility.

      (iii) All matters are dealt with on a confidential basis.

5. Recovery of unpaid fees.

In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue school fee accounts.

a. A reminder statement will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.

b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.

c. If two weeks after this second reminder, satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection agency. In serious cases where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Agreed Payment Plans

As mentioned in point 4b above, our College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal and/or Business Manager. To establish an Agreed Payment Plan, forms are available from the College Office.

Late Start Enrolment

New students entering McAuley College after the commencement of the Semester will be charged on a pro-rata basis for the remaining weeks of the Semester.

Withdrawal of Enrolment

Fees will be payable for the whole Term (50% of Semester Billing Amount) in which an enrolment is terminated, provided the College is notified in writing prior to the Term commencing.

- Example 1. A family advises the College their student will exit in week 10, Term 1. A Fee Credit will be raised for Term 2 Fees (50% Semester 1 Fees & Levies).

- Example 2. A Student exits the College in week 2 of Term 4 without prior notice. The family remains liable for the whole Semester 2 Fees, which includes Terms 3 & 4, with no Fee Credit applied.

VET Qualification Fees, Certificate and Diploma Fees and extracurricular activity Fees remain payable in all circumstances as these are voluntary commitments and not part of the normal School Fees & Levies Schedule.

For a reduction in fees outstanding, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

For further clarification regarding the above school fee and levy collection process, contact the Business Manager or the Finance Coordinator.