



Policy Statement

Fees and Levies collected at St Mary's College are used for the following purposes which are aligned to 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
- Support the College building program
- Maintain buildings, grounds and other facilities

The College Parents and Friends Association and Parish also collects a levy through the college fee structure.

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 Business Manager for further information concerning the concession application process.

College Fee and Levy Collection Process

1. College fees and levies are charged on a **term** basis during the first week of the term in accordance with the College Fees and Levies Schedule (available on our Website and Parent Portal).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the fee account, a variety of options are available:
 - a. Extension of Time
If an extension is required, please contact the college finance office prior to the due date.
 - b. Payment Plans
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 Concessions
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 for a subsequent 12-month period will require a new application.
 - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Mary's College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
 - (iii) Concession application forms are available at the college finance office.



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

4. Recovery of unpaid fees

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

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their 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 after two weeks from 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 3b above, our college offers families the opportunity of paying the 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 fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Business Manager. To establish an agreed payment plan, forms are available on the Parent Portal or from the college finance office.

Late Start Enrolment

New students entering St Mary's College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's or Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees 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 College. 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.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.



For further clarification regarding the above college fee and levy collection process, please contact the college finance office.

Responsibility for implementation:	Staff, parents and guardians
Policy status:	Update
Key stakeholders:	Staff, parents and guardians
Endorsement Body:	Senior Leadership Team
Policy Author:	Business Manager
Date of Review:	2018
Date of Scheduled Review:	2021

The content of this policy can be changed at the College's discretion at any time without notification.