



# St Columban's College

## College Fee policy

### College Fees at a Glance

St Columban's College strives to achieve Affordable Excellence in establishing its annual charges. Fees and Levies collected at St Columban'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, and co-curricular activities
- Support the College building program
- Maintain buildings, grounds and other facilities

The St Columban's College Parents and Friends' Association also collect a levy through the College Fee Structure to support the initiatives of the parents and community in partnership with the College Leadership Team.

### College Fee and Levy Collection Process

School fees and levies are charged in accordance with the College Fee Schedule (available on our Website) on a term basis at the following times:

1. Term 1 Fees are charged during the first two weeks of Term 1
2. Term 2 Fees are charged in the first two weeks of Term 2
3. Term 3 Fees are charged in the first two weeks of Term 3
4. Term 4 Fees are charged in the first two weeks of Term 4

Fees are due to be paid within 30 days of the issue of the term's Statement of Fees and Levies being issued. The due date will be noted on the statement.

The College offers the following payment methods for families:

- **Upfront Annual Payment** - For families wishing to pay their full annual fees by the 28<sup>th</sup> of February, a **5% discount** will apply on all fees and levies. Note that this discount is not available to those families who receive a discount through an approved concession. Families should contact the Finance Office to confirm the annual amount prior to arranging payment.

- **Quarterly Payment** – This is the preferred method of payment for the College. Families will be invoiced quarterly and have 30 days to settle their account.
- **Regular Instalments** – Families may make regular payments via Direct Debit, Recurring Credit Card, BPAY, Cheque, Cash or Centrepay. Families opting to pay via this method should ensure that their balance at the end of the year has been settled unless another arrangement has been negotiated with the Business Manager. Direct Debit and Recurring Credit Card Authority Forms may be downloaded from the Parent Portal in the Forms and Documents section, or collected from the Finance Office.

### **Consideration of Financial Circumstances**

For those families experiencing genuine short or long-term 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.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the College Fee Account, a variety of options are available:

1. Extension of Time - If an extension is required, please contact the College Finance Office prior to the due date.
2. Payment Plans - Payment of the College Fee Account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the calendar year, or as negotiated with the Business Manager.
3. Fee Concessions - In cases of financial hardship an application may be made for a fee concession.
  - a. 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. Supporting documentation is required to be submitted with any concession application.
  - b. A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Columban's College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Schools for assessing eligibility.
  - c. Concession application forms are available through the College Finance Office.
  - d. All matters are dealt with on a confidential basis, and at the Principal's discretion.

### **Recovery of Unpaid Fees**

In fairness to families who pay their school fees regularly and on time, St Columban's College will follow up all overdue school fee accounts. After the initial due date for each term's fees:

1. A reminder statement will be issued to any family who has not settled their College Fee Account by the due date, and where a payment plan/other arrangement are not in place.
2. If satisfactory arrangements have not been reached within 14 days of the reminder statement, a final notice will be sent via SMS, E-mail or Letter, followed up by a phone call. If no action is taken by the family at this point, the account may then 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.
3. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### **Late Commencement**

New students entering St Columban'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. Payment of all bonds are to be paid to the Finance Office prior to commencement.

### **Cancellation of Enrolment**

A term's written notice to the Enrolments Officer is required for the cancellation of a student's enrolment. Where a term's notice is not given, fees for this period will be payable. 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 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.

### **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 school fee and levy collection process, please contact the College Finance Office.**