



# SCHOOL FEES

## Policy

*Whatever your task, put yourselves into it, as done for the Lord and not for your masters, since you know that from the Lord you will receive the inheritance as your reward: you serve the Lord Christ. Colossians 3: 23-24*

### Rationale

The education of a young woman in a Catholic school is built upon a partnership between the student, her family, and the school as part of a faith and learning community. Each partner has responsibilities and obligations to ensure that all young women educated at Our Lady of Sion College inherit the tradition of the Church and the Sisters of Our Lady of Sion, such that they actively transform the world wherever their career and life choices lead them.

The financial viability of the College is dependent on the payment of school fees by parents/guardians who choose to enrol their daughter(s) at the College. The Catholic Education Commission of Victoria distributes Federal and State Governments grants. The College receives no annual government funding for capital works, and therefore, an annual capital fee is set for each family.

### Principles

- Catholic schools should be accessible to all families who seek a Catholic school education for their daughters.
- Financial hardship is not a reason for non-enrolment or exclusion of any student from Our Lady of Sion College.
- School fees are determined based on the financial capacity of the school community and other relevant factors such as the cost of living.
- Fees are based upon the College Board approval of the financial budget for the coming year.
- The College provides advance notice to parents/guardians of the amount of annual school and capital fees for the coming year.
- The College tuition and capital fees cover the curriculum program for students.
- A number of extra-curricular activities are offered at the College at an extra cost. These activities are non-compulsory, and are accessible to students whose parents are able to fund them separately to the payment of College fees.

### Implementation

- An application form for enrolment is completed by the parent/guardian of the student and lodged together with the nominated application fee.
- The application fee amount is determined by the College Board and reviewed as required. It covers administration costs and is non-refundable.
- On application for enrolment, both parents/guardians sign the application and agree to be jointly and severally responsible for all fees and charges. In the case of a sole custodial parent or guardian, one signature is sufficient.



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- A confirmation enrolment deposit is required upon acceptance of an offer of a student place at the College. The enrolment deposit amount is determined by the College Board and reviewed as required. In the event of an enrolment cancellation, the enrolment deposit is non-refundable. The enrolment fee forms part of the tuition fees for the next year.
- On student enrolment, the College requires parents/guardians to acknowledge and sign the *Student and Family Information and Enrolment Agreement*. The *Agreement* outlines the College's expectations regarding the obligations of parents/guardians, including those obligations related to the payment of school fees.
- The tuition fee is set on a per student basis.
- A discount applies to the fees where there are two or more students in a family at the College.
- The tuition fee covers the costs of delivering the curriculum program at the specific year level. It covers excursions, camps, teaching materials, photocopying of classroom handouts, assessment items, computer resources, technology, library resources, careers programs, audio visual material and the College yearbook.
- Families whose daughters undertake VET studies will be charged a College administration fee of \$300 per VET certificate. Families will also need to pay the cost of materials for their daughter's VET subject.
- An annual capital fee is charged per family to fund the provision of College facilities, build new and upgrade old buildings, classrooms, outdoor areas and equipment.
- Any intention of withdrawing the enrolment of a student at the College must be relayed by the parents/guardians to the Principal in writing. A minimum of one full school term's notice is required and will be billed. A term's fee in lieu is charged if the required notice is not given.
- The College generates annual billing at the start of the school year and offers parents/guardians a number of ways to pay the fees account. Fees can be paid by Bpay, cash, cheque, credit card or directly into the College bank account.
- Parents can pay their fees in full before the end of February and receive a 2.5% discount. Or they can opt to pay their fees monthly or quarterly. Provision is made for parents who prefer to pay their fees weekly or fortnightly.
- Separated or divorced parents are required to determine how their school fee obligation will be met. Generally, the school fee account is not split, nor will separate accounts be sent to each parent.
- The College assists parents/guardians to reach an acceptable arrangement for payment of accounts.
- Parents/guardians who are not able to meet their school fee obligations, as they fall due, are required to discuss this matter with the College Principal or Business Manager. All discussions are treated confidentially and respectfully.
- All families are able to approach the College requesting a school fee concession. All families are treated with respect and compassion. Information provided is treated confidentially.
- Parents/guardians seeking a fee concession are required to complete a declaration related to their household income and expenses, and provide other supporting documentation as required.
- Students from families in receipt of a fee concession do not have access to extra-curricular activities other than those activities that are cost free and available to all students. This is to ensure equity for



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all families. Participation in extra-curricular activities that incurs an additional cost is dependent on up-to-date payment of full College fees.

- The College has clear procedures for fee payments and the collection of unpaid fees that are consistent with the guidelines published by the Catholic Education Commission of Victoria.
- In situations where parents/guardians fail to respond to all efforts by the school to discuss the outstanding fee balance, the account is referred to a collection agency.

**Review Date: 2021**

**Ratified by College Board: April 2019**