

SECTION 7: FINANCE

7.2 FEES POLICY

RATIONALE

Daramalan College is a Catholic not for profit educational institution. It shares in the educational mission of the Church. While governments contribute substantially to the costs of education, the balance is met by charging school fees. This fees policy is based on the gospel values of justice and compassion.

POLICY

1. Fees will be set at levels that ensure that the College remains solvent and at the same time are realistic for the community that Daramalan serves.
2. Those that enter into a contract to pay fees will be required to meet their obligations. The College will consider granting a concession of fees to those families who for reasons of genuine hardship are unable to pay full fees.
3. The College can also give an extension of time to families for fee payment providing the necessary paperwork is completed by the family and approved by the Business Manager.
4. Legal services will be employed, as needed, in debt recovery.

APPLICATION

1. The level of tuition fees and levies is set annually by the College Board after receiving advice and recommendations from the Finance, Audit and Risk Management Committee.
2. Accounts are sent each term and are due to be paid in full within 2 weeks of the beginning of the school term unless a periodic payment plan is negotiated.
3. An administration charge is imposed on accounts not settled within 2 weeks of the due date, and every two weeks thereafter unless other arrangements have been made.
4. Discounts are offered for siblings.
5. Fees and levies are annual charges, invoiced in quarterly instalments. The total annual fee and levy must be paid for Year 12 students who complete the requirements for an ACT Senior Secondary Certificate. For students in other years, one month's notice, in writing addressed to the Principal, of an intention to withdraw is required; otherwise a full term's fees will be charged.
6. The standard way for families to pay fees is by fortnightly direct debit. All families will be informed of this when they enrol. Approval from the Business Manager must be sought for other methods of payment. If other arrangements are made and not adhered to, then that family will be required to pay fees by Direct Debit.
7. Fee concessions for genuine hardship are considered by the Business Manager in consultation with the Fees Committee, after an application is made in writing and supporting evidence is supplied. Concession agreements will be set at various deduction rates depending on the family's individual circumstances.
8. All agreements made for concessions and extended payments will be reviewed annually.
9. Any family which has not made suitable payments by the beginning of Term 3 will be required to attend a meeting with the Business Manager, where the continued enrolment of the student/s will be discussed if a suitable payment schedule cannot be established.

10. When fees are overdue with no reasonable explanation, the College will employ the services of a legal agency to recover such debts. Termination of enrolment will be considered by the Principal if a satisfactory outcome is not achieved.
11. Normally only students whose agreed school fees are up to date may participate in co-curricular activities such as tours.

Reviewed and re-approved October 20, 2015