

Rationale

Xavier College is a co-education Catholic College in the Salesian tradition serving the educational needs of children from Reception to Year 12 in the Northern region of Adelaide, encompassing campuses in Evanston, Two Wells, and Gawler Belt.

Xavier College receives Federal and State Government funding, as do all Catholic Schools. The College relies heavily on College Fee income for the provision of educational facilities, resources, daily operational and capital works to provide a quality Catholic educational environment.

Scope

This policy applies to all current, past, and prospective enrolling parents/guardians. It is supported by the College Board who will ensure that the financial responsibilities of all families are met. It is the College Boards' responsibility to ensure all reasonable steps are taken to enable the collection of College Fees.

Policy Statement

Enrolment and Acceptance

A non-refundable fee of \$50 is payable with each Application for Enrolment.

The signed Enrolment Acceptance together with the payment of the non-refundable Enrolment Acceptance Fee of \$150 constitutes acceptance of the terms and conditions outlined in the Application for Enrolment and this fee policy. If more than one Party enters into this Agreement, each Party shall be jointly and severally liable for payment of all College Fees.

College Fees

College Fees will be set by the College Board each year and outlined in the Fees Schedule provided to the Enrolling Party by the College. This Schedule will be made available on the College website. College Fees outlined in the schedule are inclusive of Base Tuition, Resource Fees, Excursion/Incursion fees, and ICT (Information and Communications Technology) Levies.

College fee accounts are created based on the information contained in the Application for Enrolment. Only one fee account per enrolment will be created. If subsequent enrolments are accepted under the same parent/guardian, all fees will appear on the same account and will be entitled to a Sibling Rebate reduction outlined in the Fee Schedule. Accounts cannot be split regardless of relationship status or location of parent/guardian. The College expects the enrolling parent/guardian to establish payment arrangements between themselves to ensure that all fees are paid. Any arrangements for how the fees are paid are solely an agreement between the parents/guardians and do not change the terms of the contract with the College as to payment of fees.

Additional fees may be charged to the College Fee account to cover the cost of extracurricular activities as arranged by the College. Additionally, charges may be raised for incidentals including but not limited to unreturned library books and textbooks or damage to College property.

Family Discounts

Families will receive a reduction in College Fees in the form of a Sibling Rebate according to the number of active students on one fee account in the same school year. This is applicable for students across campuses. The Sibling Rebate is outlined in the Fee Schedule for each year. Where a parent/guardian is financially and contractually responsible for active students on two separate accounts, the College maintains the right to determine whether the parent/guardian is eligible for a sibling rebate.

Camp Levy

The Camp Levy covers costs relating to camps and retreats for all students in select year levels. Camps are compulsory for all students in those year levels as they form part of the College Curriculum. The Camp Levy will be invoiced at the commencement of Term 1.

If a student does not attend the camp, a refund will not be issued except in the instance of a documented medical exemption, or extenuating circumstances with approval from the College Principal. When reasonable, requests for exemption must be received by the College Finance Team in writing 4 weeks prior to the scheduled event.

Upfront Rebate

The Upfront Rebate, as outlined in the Fee Schedule, will be applied to fee accounts paid in full, less any applicable rebates, by Friday of Week 5, Term 1. The upfront Rebate is not applied if the account is paid in full after this date. Any outstanding fees from previous years must also be paid prior to the rebate being granted. For students who commencing during the school year, the upfront rebate will be available to them for 5 weeks from the date of commencement.

Co-Catholic Rebate

Families who have a sibling at another Catholic School, can apply for the Co-Catholic Rebate as outlined in the Fee Schedule. Regardless of the number of active students, the rebate is a one-off rebate applied to the account each school year. The Co-Catholic Sibling Rebate Form, available from the College Finance Team, must be completed and signed by a member of the Enrolling Party each school year and received by the College no later than the last day of Term 1. Late applications will not be accepted. An approved payment plan must be in place at both Xavier College and the relevant Catholic School for the rebate to be granted. By applying for this rebate, you will be authorising the College to confirm the sibling enrolment and payment plan with the relevant Catholic School.

Low-Income Rebate

The Low-Income College Fees and Rebates are outlined in the Fee Schedule. Rebates will be applied to fee accounts of families who apply annually and are deemed eligible under the School Card Scheme conducted by the Department of Education. This scheme provides financial assistance towards the cost of educational expenses for full-time school students of low-income families, families who have experienced a change in circumstances or are experiencing hardship, veterans, and families who are self-employed. Application forms are available online from mid-January each year by visiting www.sa.gov.au/education/schoolcard. Hard copy applications are also available from the Front Office of each campus or College Finance Team. It is encouraged that all applicants apply by the end of Term 1. Applications close at the end of October each year. Late applications will not be accepted.

It is the responsibility of families to apply each year and provide evidence of eligibility if required. Applications submitted online or via paper, may take up to 10 weeks for processing by the Department of Education. The School Card Rebate will not be applied to the fee account until eligibility is confirmed.

Families must still comply with the College's Fee Policy regarding payment of fees as outlined in this document, regardless of intention to apply for school card, or pending outcome. Families will still be eligible for the Upfront Rebate at a reduced rate as per the Fee Schedule, provided the total low-income amount was received by the deadline as detailed above.

Information about how to apply and eligibility criteria can be found on the School Card website detailed above or by contacting the College Finance Team.

Payment of Accounts

Fee Accounts will be invoiced at the beginning of Term 1 each year for Full Annual College Fees and Levies. Any applicable family rebate will be applied at this time. Statements/Invoices will be mailed to the Enrolling Party at the commencement of each School Term. Additional statements can be requested from the College.

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The College Board has approved the following two options for payment of school fee accounts at Xavier College:

- **Upfront Payment:** Full payment of the amount detailed on statement of account, less any applicable rebates. Payment can be made via BPAY (preferred), EFTPOS, Visa, Mastercard, Cash or Cheque. Payments will be accepted at any campus Front Office, or by contacting the College Finance Team. Payment must be received by the Friday of Week 5, Term 1.
- **Direct Debit**: Periodic payments (weekly, fortnightly, or monthly) via a nominated bank account, credit card or Centre Pay. Repayment amount is to be calculated so that the fee account will reach a zero balance by 31 December of each year. A Direct Debit Request Form or Centre Pay Authority Form, must be completed, signed, and submitted to the College by the Friday of Week 5, Term 1. Forms are available on the College website, at all campus Front Offices or by contacting the College Finance Team.
- A member of the College Finance Team will review the request and confirm the commencement of payment plan. All Direct Debits are subject to the Terms and Conditions outlined in the Direct Debit Request Service Agreement.

Where a fee account has two separately paying parties, if either party should nominate to pay upfront, they will be entitled to an upfront rebate only if an accepted payment plan is in place for all remaining fees.

All Fee accounts must commence an approved payment plan prior to the Friday of Week 5, Term 1 to avoid a Late Admin Fee. Families can discuss alternative options with the College; however, it remains at the discretion of the College to permit alternative payment arrangements. Failure to enter an agreed payment plan will result in follow up by the College in the form of phone call, SMS, letter, or meeting request. If an outstanding fee account is not resolved following the College's engagement with the parents/guardians, the College may undertake debt collection procedures. Where debt collection costs are incurred, the parent/guardian will be responsible for payment of these costs.

Where outstanding fees are owed and no explanation or agreed payment terms have been reached and adhered to, the College may seek a review by a CESA representative (Catholic Education SA) in relation to the ongoing enrolment of the student/s at the College.

The College may take appropriate action to ensure a parent's/ guardian's fee obligations are met, including, but not limited to, restricting a student's participation in a major extracurricular activity where a significant amount of school fees is outstanding.

Rejected Payments

Where an account experiences a rejected payment, families are advised the College may try to process the payment again the next business day. If a payment plan experiences two more consecutive rejections, the payment plan may be cancelled, and the account will be automatically in arrears. Families may then be required to meet with a member of the College Finance Team. The College will make every effort to advise if a payment has rejected, however, the account holder remains responsible for ensuring sufficient funds are available in their account to allow a debit payment to be made in accordance with the direct debit request.

Financial Assistance and Remissions

The College firmly believes and maintains a family's financial circumstances should not be a barrier to a student accessing a Catholic Education. If a family is experiencing genuine financial difficulty, it is their responsibility to communicate with the College so consideration of alternative arrangements or remissions may be considered by the College. Any such arrangements will be formally communicated by the College, be subject to periodic review, and may have terms and conditions applied.

Credits

Fee accounts can be paid in advance of each year and hold credit amounts. Fee accounts in credit will not be refunded for amounts under \$300 unless the student is in Year 12 or not returning to the College after an appropriate notice period. Credit amounts will remain on account and be applied to the next invoice. Credit may be used for purposes of purchasing items from the College Uniform Shop or applied to outstanding OSHC fees, with the approval of the College Finance Team. Families experiencing financial hardship can apply to the College Finance Team to have amounts less than \$300 refunded.

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A Refund Request Form is available from the College Finance Team and must be completed for all refunds. Payments will be made via bank transfer and will only be made to the account holder who made the original payment. Please allow up to 10 business days for processing.

Guardian of the Minister

Any family with an enrolment that is submitted and/or supported by The Department of Child Protection, including a student deemed as a Guardian of the Minister, is responsible for advising the College of the payment agreement between the Foster Family and The Department and Child Protection. Specifically regarding, but not limited to, payment of College Fees, uniforms, laptop, transportation, stationery, extra-curriculars and incidentals. All agreements must be clearly communicated to the College at the time of enrolment and when a change occurs.

CESA Scholarship

Families with student(s) who are the recipient(s) of a CESA Scholarship, must comply with the terms and conditions set out in the CESA Scholarships for Children and Young People in Care Policy. Documentation supporting the scholarship must be supplied to the College if requested.

Exit Process

For students who have commenced at the College, the enrolment of a student may be cancelled by the Enrolling Party by giving one full term's written notice. A College Exit Form must be completed. Failure to provide the required notice will incur a fee up to a maximum of 10 weeks' College Fees of the student's current year level, less the number of weeks' notice given.

For students who have not yet commenced at the College, a minimum of one full term's written notice in advance must be given. Failure to give the required notice may incur a fee up to a maximum of 10 weeks' of the year level the student was confirmed to commence.

For students who intend to exit the College at the end of a school year (end of Term 4), a minimum of one full term written notice must be given. Failure to provide the required notice will incur a fee up to a maximum of 10 weeks' College Fees of the student's current year level, less the number of weeks' notice given.

Parent/Guardian Cancellation of Enrolment

Where the Application for Enrolment has more than one signatory, and one of the party wishes to exit the Application for Enrolment, however, the other signatory wishes the enrolment to continue, the exiting signatory must give written notice to the College. Both the original applicants must sign the Parent Exit Form and agree to the following conditions:

- The cancelling parent/guardian will then cease to be a party to the Application for Enrolment, however, remain liable for all fees outstanding on the fee account at the date of exit, but not thereafter (as per the exit process above).
- The other signatory will be solely liable for all fees incurred from the next invoice period.
- Payments made by either original signatories on the fee account will be applied to the oldest debt first.

Home-school Exemptions

All Home-school exemptions for enrolled students will be handled on a case-by-case basis. Full College Fees may apply at the discretion of the College.

Enrolment during the Year

If a student is enrolled during the year, the family will be invoiced for the remaining weeks of that school year. Upfront rebate will be applied to accounts paid in full within five weeks of commencement date. If full payment is not received after five weeks from commencement, an approved payment plan must be entered.

College Fee Account

The primary purpose of the College Fee Account is for invoicing and payment of School Fees and Levies. When deemed appropriate by the College, and with prior approval from a member of the College Finance Team, additional invoices may be added to the account. In all instances, additional invoices added to the account must be paid in full by the due date indicated on the invoice, unless an alternative payment plan has been approved by the College.

Confidentiality

The College adheres to a strict confidentiality policy and will handle all personal and sensitive information in accordance with the SACCS Privacy Policy. Financial information specific to each Fee Account, can and will only be discussed with the Enrolling Parties.

Responsibilities

Parents/Guardians will:

- Accept the responsibility for the payment of fees in a timely manner.
- Pay their fees as determined by the College's fee schedule in accordance with the payment options as approved by the College Board.
- Advise the College of any change to their contact and/or family details, the student's education needs or any other change in circumstances that affects the Terms and Conditions contained in their Enrolment Acceptance.
- Advise the College immediately of any change to bank account / card details that are used for purpose of payment plan.
- Be honest in their dealings with the College.
- Respect the circumstance of other parents/guardians in the school community.

The College will:

- Provide educational services so that students become good Christians and honest citizens as per the example of Don Bosco.
- Work with parents/ guardians in a just, respectful, compassionate, transparent, and considered manner in the processes for setting and collecting fees.
- Handle details of a family's circumstances in determining fee remission arrangements with appropriate confidentiality in accordance with the school's Privacy Policy.
- Follow up families in a timely manner to ensure enrolment obligations are met.
- Ensure the Xavier College Fee Schedule and Policy document is available on the College website.
- The College will give appropriate advice to the Principal and School Board about matters relating to the setting of fees, appropriate fee levels for families and fee collection.

The College Board will:

- Approve the annual budget of the College including the setting and collection of fees.
- Ensure that the College's fee and debtor management processes are consistent with the SACCS Fee Policy and the associated Fee procedures of the Catholic Education Office or the relevant governing authority
- Exercise oversight through its Finance Committee of the fees processes, including processes for the collection of outstanding fees and review of its debtor situation with respect to fees.
- Establish a clear understanding of who has responsibility for following through fee collection and for the granting of fee remissions.

Definitions

Enrolling Party refers to the parent/guardian on the Enrolment Acceptance with Xavier College

Parent/Guardian refers to the signatories on the Application for Enrolment with Xavier College

College Fees refers to all fees and charges invoiced by Xavier College to the enrolling party(ies)

College refers to Xavier College and its respective teachers, officers, employees, agents, and contractors

College Finance Team refers to College Finance Manager, College Accounts Manager, and Senior Finance Officer.

Fee Schedule refers to the College Fee and Support Document updated annually.

Related Documents and References

- Xavier College Enrolment 2022 Process and Procedures
- Application for Enrolment
- Enrolment Acceptance
- CESA Scholarships for Children and Young People in Care
- Annual College Fee Information Document
- SACCS Fee Policy
- SACCS Privacy Policy
- <u>www.xavier.catholic.edu.au</u> and relevant forms
- Equal Opportunity Act (SA) 1984

Revision Record

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