



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Fee Collection Policy

Preamble

This Fee Collection Policy has been developed in the light of the Mission and Values Statement of Whitefriars College, which we seek to live by and teach those values that the Catholic Church upholds and to celebrate our Catholic identity in the Carmelite Tradition.

Purpose

In terms of its expressed identity as a Catholic College in the Carmelite tradition, Whitefriars College aims to be as financially accessible as possible to Catholic and other families who wish to be a part of the Whitefriars College community.

Whitefriars College is committed to providing the best possible education to its students as unique and talented individuals, irrespective of their academic, socio-economic or cultural background. Notwithstanding any principles or procedures contained in this policy, the Whitefriars College Principal and supported by the College Board will seek to ensure that action taken for collection of outstanding fees does not contradict the current practice and policies of the Victorian Catholic Education Authority (VCEA).

A key value is fairness, and the prime objective is to ensure that the financial burden on families with children attending Whitefriars College is borne equitably across the entire College community.

It is essential that fees are up to date to provide the level of education expected at Whitefriars College.

Whitefriars College recognises that, in certain exceptional circumstances, some families will not be able to fully meet their fee commitments and will be offered every reasonable assistance to ensure that their son/s is not denied a Catholic education.

This policy is consistent with the College Mission Statement.

The students of any families receiving fee assistance, during their time at the College, or having arrears on their school fee account will not be permitted to participate in any non-compulsory camps, trips or private music tuition lessons.

Information regarding the financial situation of any family, or any special arrangements negotiated in accordance with this policy remains confidential between the family, the Principal, and the Officers of the College involved in the implementation of this arrangement.



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Policy

The College expects that families will honour their financial commitment to pay fees.

This policy is approved by the Whitefriars College Finance Sub-Committee and the College Board to inform families of the principles and guidelines which govern the collection of school fees and related charges and the provision for negotiated arrangements if families' financial circumstances change.

Guidelines

The following procedures are established to ensure that parents are aware of their responsibility regarding school fee payments.

Enrolment Procedure

All applicants for enrolment are to receive a copy of the current year Fee Requirements.

The procedure for application for enrolment of a new student requires parents or guardians of the student to enter an agreement with the College.

The Enrolment Form is the enrolment agreement between the parents and the College. This agreement includes:

- Letter of Offer
- Terms and Conditions of Enrolment
- Enrolment Policy
- Parent and Community Code of Conduct
- Fee Collection Policy

If there is more than one Applicant, both persons will be equally responsible jointly and severally for all fees and charges payable under the Enrolment Agreement. It is the obligation and responsibility of each parent / applicant to ensure that the account is paid in full. A written agreement is required, executed by both parents, when a split of fees is needed.

No formal offer will be made until a financial agreement is reached.

At the time the offer of enrolment is accepted by the parent / applicant and the acceptance deposit fee is paid, arrangements for fee repayments must be made before the student commences his education, via the payment option form.



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School Fee Accounts

The College offers various flexible methods of payment to accommodate family budgets.

Payment plan options available for credit card and direct debit payments are yearly, quarterly, monthly or fortnightly.

There is no discounting of fees and/or other charges when subject or program clashes occur, or cancellation of classes or different delivery method of classes if outside the control of the College.

The parent / applicant must ensure the funds are available on the scheduled payment dates. A schedule of instalments is made available to parents yearly via the Financial Information distributed.

Overdue Accounts

Outstanding accounts will be pursued as a matter of justice to other parents/guardians.

If fees are not paid according to the agreed interval on the payment plan and special payment arrangements have not been agreed to by the College, an overdue letter will be issued requesting fees to be paid within a further specified time.

A range of attempts, over periods of time, will be made by the College to make contact with families, who do not respond to letters, emails, phone calls or other approaches made by the College to address the issue of outstanding fees.

If a satisfactory payment of fees still cannot be negotiated, or no contact can be made with the family, the debt may be transferred to the College debt collection agency with the approval of the Principal and the Business Manager.

All legal costs incurred will be payable by the family.

Special Payment Arrangement/Fee Concessions

Families wishing to apply for concessional fees should do so on the "Application for Concession on Tuition" form to be provided by Finance.

Confidentiality will be ensured, and it is the expectation of The College that parents will maintain confidence in respect of the outcome of their applications.

The "Application for Concession on Tuition" is a Statutory Declaration:

Note 1.-A person who willfully makes a false statement in a statutory declaration under the Statutory Declarations Act 1959 as amended is guilty of an offence against that Act, the punishment for which is a fine or imprisonment for a term not exceeding six months or

Both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

Note 2.-A statutory declaration may be made before a Magistrate, a Justice of the Peace, a Commissioner for Affidavits, a Commissioner for Declarations, a Notary Public, ...



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Parents requesting concessions will be required to provide satisfactory evidence. If further clarification is required applicants will be asked to attend an interview at the College.

The application and/ or interview process is aimed at determining a just and equitable fee, which is within the family's ability to pay.

The Principal and the Business Manager are responsible for the reviewing and approving of applications for special fee payment arrangements/concessions. Approval or applications will be considered in cases where the circumstances of parents or guardians have changed significantly enough to alter the financial ability of a parent or guardian to pay the full amount of school fees.

Families who are legitimately paying reduced school fees are expected to assist the College in alternate ways such as support for the Parents Association, fundraising activities and other community events.

Fee concessions are reviewed annually, and concession forms are required to be re-submitted on a yearly basis.

Each year the Principal may award up to three (3) Full Fee Bursaries to incoming Year 7 students, based on recommendations from a Parish Priest.

Refund Policy

When a student leaves the College, it is the parent's/applicant's responsibility to notify the College in writing. A terms notice in writing to the Principal must be given before the withdrawal of a student, otherwise a charge equivalent to a terms fee will apply.

A final fee account will be calculated to state the balance of fees payable or refundable. Without parent's/guardian's notification, the student will continue to receive tuition fees.

Some school camps and retreats are a compulsory element of the curriculum and are part of the all-inclusive school fee charged. Under these circumstances the College is unable to refund fees for students who do not attend.

Any withdrawals due to personal dissatisfaction will not warrant financial compensation and therefore will not affect the calculation of the final fee account.

Application and acceptance fees are not refundable.

Student Notebook Computers:

The provision of the College notebook computer is conditional upon families having an instalment payment plan for school fees.



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Approved by:

Whitefriars College Limited Board.

Date: 22nd July 2024

Last update: -

Next review date: 22nd July 2027