



Edmund Rice College

SCHOOL FEE MANAGEMENT POLICY

RATIONALE

This policy is intended to provide comprehensive, transparent and accessible information regarding the management of school fees to all stakeholders of Edmund Rice College.

Key Aims Relating to the Management of School Fees

- To operate within the context of the EREA Charter, underpinned by EREA core values
- To ensure good governance practice and stewardship
- To provide greater transparency in relation to the setting and collection of school fees
- To honour the commitment that no family seeking a Catholic education is denied this opportunity because of **genuine** financial hardship
- To maintain high standards of ethical and financial practice; and
- To ensure appropriate levels of privacy and confidentiality.

SCHOOL FEE MANAGEMENT

Management of school fees involves a number of different activities including **Invoicing, Receipting and the granting of Fee Concession and Fee Collection.**

INVOICING OF SCHOOL FEES

The College charges school fees to cover the gap between government funding and the cost of providing quality educational services for its students. It is therefore expected that families will meet their fee payments as charged and within the timeframe requested.

School fees are set every year by the College and approved by EREA. These fees include:

Enrolment Fee

This is payable for each new student to confirm their enrolment at the College. It covers the administration costs of student enrolment. This fee is non-refundable and is not deducted from the first year's fee charges.

Tuition & Resource Fee

This fee is to assist with the operating costs, equipment and resources required to run the College. This fee is payable for each student in your family.

Activities Fee

This covers the cost of all compulsory activities like excursions, in-school activities, guest speakers, camps and retreats. All students are expected to participate in compulsory activities organised by the College. There is no refund for students who do not attend compulsory activities (e.g. camps), as these activities are booked in advance based on the relevant form or class numbers. This fee is payable for each student in your family.

Compulsory Family Levy

This Levy is payable per family. This includes the Building Levy which contributes to the capital and maintenance costs of the College and the Parent Forum Levy.

Elective Fees

Some elective subjects have additional costs for materials or specific activities.

- TAFE charges:
Students participating in TAFE courses, such as TVET, will be billed for the difference between the TAFE Invoice and what is reimbursed by the NSW State Government, which may exceed 50%. Students participating in TAFE courses not subsidised by the NSW State Government will be charged the full cost.
- A charge for replacing lost or damaged text books, library books, student diaries, student ID cards, locker padlocks and keys or any other College resources.
- The cost of participating in voluntary or extra-curricular events.
- A charge for damaging College property whether accidental or deliberate.

Voluntary Contributions

Parents/Carer's may also make voluntary contributions to the following:

Edmund Rice College Building Fund: Contributions to this fund are used to finance improvements to College facilities. Donations to this fund are tax deductible.

Edmund Rice Foundation: The Edmund Rice Foundation supports the projects of the Oceania Province of the Christian Brothers as they provide education, health and community development projects to break the poverty cycles in specific communities across Australia and our partnering nations. Please visit www.erf.org.au for more information

COMMUNICATION TO PARENTS/CARERS REGARDING SCHOOL FEE INVOICING

Families will be issued with a 'Schedule of Fees & Charges' for the next school year as soon as these charges are determined and endorsed by the College Board and EREA. This document will also be made available on the College website.

School fees will be invoiced at the beginning of each school year. Any additional charges will be added as they occur. Transaction Statements will be issued monthly.

METHODS OF PAYMENT

Unless alternative payment arrangements have been approved by the College Finance Department, a minimum calculated payment is due by the end of each month with accounts to be settled in full by the 30th November each year.

Fees may be paid in full, by the term, monthly, fortnightly or weekly. Payment may be made by direct debit, Bpay, debit or credit card (online, over the phone or in person), cash or cheque. More detail is provided with all fee invoices and statements. The Fees Administrator can assist with implementing the payment plan that is most suitable for each family.

RECEIPTING OF SCHOOL FEES

Receipts will only be issued for cash payments. All payments received during the course of a month will be shown on the next invoice/statement.

SIBLING DISCOUNTS

Sibling discounts apply to ERC students who have older brothers at ERC or older sisters at St Mary Star of the Sea College. The discount applies only to the tuition and resource fees as follows:

Oldest child in family	No discount
Child Two	20% discount
Child Three & More	25 % discount

EARLY LEAVERS & LATE STARTERS

For students leaving or enrolling at the College during the school year, total fees will be charged on a pro-rata basis where possible. For early leavers, all College resources e.g. books, equipment etc. must be returned by the leaving date. Replacement cost of unreturned items will be invoiced to school fees.

PRIVACY & CONFIDENTIALITY

All personnel involved in school fee management are required to maintain strict confidentiality and respect for the circumstances, dignity and privacy of families. Generally, this information is only accessed by the Principal, Business Manager and Finance Support staff. Steps on the part of the College will also be taken to ensure that students do not have an awareness of their parent/carer's financial situation. For this reason, all follow up correspondence will be either mailed or emailed to their parent/carer.

FAMILY COMMITMENT

Whilst no child will be denied access to a Catholic education due to **genuine** financial hardship, when families decide on enrolling their son at Edmund Rice College, they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

JOINT AND SEVERAL LIABILITY

By signing the Enrolment Application, parents/carers enrolling a student at the College enter into an obligation to pay all school fees and levies. They execute this by signing the Enrolment Application. In other words, the parties that have signed the Enrolment Application form have committed to payment and responsibility for fees in a joint and several arrangement.

Put simply, joint and several liability means that each party to the enrolment application, (i.e. each person who has signed the enrolment application), is individually responsible for payment of **all** school fees and levies regardless of actual fee payer arrangements.

It should be noted that Child Support Agreements and Family Law Court Orders are agreements between parents/carers and do not impose obligations on the College in relation to invoicing nor do they negate Joint and Several Liability, therefore Edmund Rice College will not act on such documents in relation to school fees.

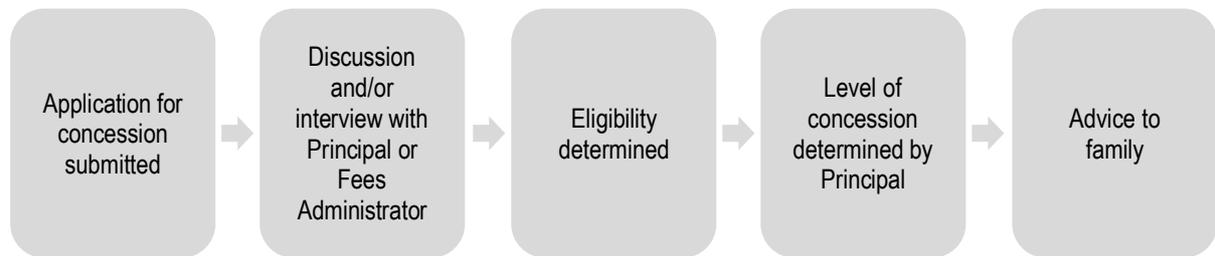
FEE CONCESSION – FAMILIES EXPERIENCING GENUINE FINANCIAL HARDSHIP

As a Catholic school in the Edmund Rice tradition, the College is committed to assisting families experiencing **genuine** financial hardship.

For the purpose of determining eligibility for Fee Concession under these circumstances, the definition of genuine financial hardship has been determined as:

A situation where a family is unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations to pay school fees, rather than an unwillingness to do so. Financial hardship can be of limited or long term duration.

Any family suffering genuine financial hardship is invited to apply for fee concession via a Bursary Application. The application form is available from the College Office or may be downloaded from the College website. On submission of an application, complete with supporting documented evidence, an appointment will be made with the Principal and/or Business Manager to discuss the matter. Applicants will be advised of the outcome in writing. Concessions granted are subject to annual review.



COLLECTION OF UNPAID SCHOOL FEES

Collection is the action of collecting unpaid monies. It takes place to secure payment from families who are legally bound to pay school fees. If families have the capacity to meet their commitments and fail to do so, families are legally bound to pay school fees. If families fail to meet their commitment to pay school fees, debt collection processes will result as follows:

