



Malvern

College Fee Policy

Rationale

De La Salle College is committed to providing a quality education for young men in the Catholic tradition. The College has a reliance on parent(s) and guardian(s) to fulfil their financial obligations to enable the College to provide high quality teaching and learning experiences.

De La Salle College's key core values of faith, learning, leadership and service underpin the principles of this policy.

Mission

De La Salle College is a Catholic College in the Lasallian tradition, enabling students in a community of faith and excellence to achieve their full potential with integrity and distinction.

"Often remind yourself that God is with you"

St John Baptist de La Salle.
(Letter 87-to an un-named Brother)

Aim of the Policy

The aim of this policy is to provide guidelines to ensure the setting and collection of fees are equitable and transparent with the expectation that the financial viability of the College is sustainable.

Policy Statement

The College seeks a positive and co-operative relationship with parent(s)/guardian(s) and by accepting an offer of a place at the College, the parent(s)/guardian(s) are consciously making a commitment to honour their annual financial obligations to the College.

The College Board has a responsibility to ensure that all parent(s)/guardian(s) share equitably the education costs of the students at the College.

Where the parent(s)/guardian(s) experience financial hardship, the College will provide alternative payment options to assist them to meet their financial obligations.

The application, enrolment and advance fees charged and discounts applied to current and new students organised and paid for by the end of the 2018 school year i.e. Year 7 2019, Year 7 2020, current and new enrolments Year 5 – Year 12 have been collected under the guidelines of the 2018 policy.

The newly ratified policy below outlines the annual tuition fee payment arrangements and discounts offered by De La Salle College from the beginning of the 2019 school year for all College families.

Guidelines

This document is published as a general reference guide for the De La Salle College parent(s) and guardian(s) of current students as well as for parent(s) and guardian(s) who are considering enrolling their son(s) at the College.

The approved terms and conditions stated in this policy are applicable from the beginning of the 2019 school year for any future enrolments in any year level.

It is recognised that a student's ongoing enrolment at De La Salle College acknowledges a parent(s)/guardian(s) acceptance of the Annual Tuition Fee structure that is ratified by the College Board.

How much will I pay?

Each year the College Board is exceedingly mindful of the impact on families when Annual Tuition Fee increases occur. There is also acknowledgement that with the extreme uncertainty in the new funding arrangements over the next few years, both at the State and Federal government levels to Catholic schools, this will place additional pressure on the annual College budget.

The College budget looks to provide the best possible resources for student learning and the fees set will continue to cover all compulsory camps, excursions, classroom materials and participation in the College laptop program.

Additional costs that are components of the College budget are teacher's salaries, administration and general operational costs essential for the running of the College, annual maintenance and capital expenditure crucial to maintaining the College buildings and grounds.

Annual Tuition Fees

In setting the Annual Tuition Fees, it is expected, these costs are to remain fixed throughout the year unless significant and unforeseen circumstances arise.

Please refer to the College Schedule of Fees for Annual Fee information (published on the College website in November each year, www.delasalle.vic.edu.au). The fees applicable will be invoiced to families in November of the year prior to the new school year starting.

Please note additional extra-curricular items such as elective trips/immersions or the Private Music Program are not included in the College Budget, these items are separate to Annual Tuition Fees and costs will be charged to the parent should your son(s) participate.

Charges for New Students

Application Fee

A payment of \$275 (incl GST) is to accompany the standard Application for enrolment form. This fee must be paid for an application to be processed. Please note that an application for enrolment does not constitute an offer of a place. *This fee is non-transferable and non-refundable.*

Enrolment Fee

Upon acceptance of an offer of place at De La Salle College, a confirmation deposit of \$500 (GST is not applicable) is payable. This payment reserves the student's place and confirms the acceptance of an offer of enrolment at the College. *The fee is non-transferable and non-refundable.*

Advance Fee Payment

Upon acceptance of an offer of a place at De La Salle College, from 2019 an advance fee of \$5,000 is payable.

The amount will be paid in two payments (please refer to the College website each year for the instalment dates):

- The first payment of \$2,500 is *non-refundable* as it will contribute to resourcing the College Master Plan.
- The second payment of \$2,500 is *refundable* and, will be held until the last year the student is at the College, and deducted from the fees payable in that year.

Should a family withdraw their child from the enrolment process prior to the child commencing their education at the College *only the second payment will be refundable.*

Student enrolments during the school year

Families who enrol a student during the school year will be charged Annual Tuition Fees on a pro-rata basis.

However, please note the Application Fee, the Enrolment Fee and the first instalment of the Advance Fee will need to be paid prior to the student commencing studies at De La Salle College. The second instalment of the Advance Fee must be paid within six weeks of the student commencing at the College.

Other Charges

VET/VCAL students

The College prides itself on offering Pathways for all students. VET/VCAL are programs also offered. Fees for any VET/VCAL unit is dependent on the course chosen. The College currently covers costs of up to \$3,000 for courses offered, any fee in excess of this amount is payable by the family. The College will issue Tax Invoices where applicable. The account is due and payable within 14 days.

Private Music Program

Private music lessons are available as an option to students and payment of the semester fee is payable on registration for a student to participate. Please refer to the College website for details regarding private music tuition and instrument hire fees. ***Please note payment by instalments for the Private Music Program will not be offered from 2019.***

Discounts

Early Payment Discount

A discount per student will be granted when the full amount of the Annual Tuition Fee is paid to the Finance Office by 4:00pm either on the last De La Salle business day in December or the last business day in February.

Please refer to the College website www.delasalle.vic.edu.au to confirm the amount to be discounted and the dates the payment must be received by. ***Please note late payments will not be entitled to the discount.***

Family Discounts

From 2019 families with more than one student enrolled at De La Salle College may receive a discount for the second child and any subsequent children at the College.

2 nd child	10%	3 rd and subsequent child	25%
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CSEF Discounts

Families that qualify for the Camps, Sports and Excursions Fund (CSEF) will receive an allowance from the State Government. To apply for CSEF funding, complete the form available on the following website:
<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx?Redirect=1>

How do we pay our Annual Tuition Fees?

As ratified by the College Board in 2018, families are asked to nominate their method of payment via the College Payment Option form. The preferred method of payment for Annual Tuition Fees is by College scheduled payment plans using your Credit Card or by Direct Debit. The College asks that cash payments for Annual Tuition Fees are not sent to the College for security and administrative reasons.

The Fee Schedule is published annually in November on the College website www.delasalle.vic.edu.au.

The initial statement of account issued in mid-November each year will identify the total Annual Tuition Fee payable and the monthly instalment amount required over the following February to November will be 1/10th of this total.

Scheduled Payment Plan Options currently offered

- **Credit Card - Regular monthly payments**
February to November - 10 instalments: 15th of the month (or nearest bank trading day)
- **Direct Debit - Regular monthly payments**
February to November - 10 instalments: either the 14th or the 28th of the month (or nearest bank trading day)

Non-scheduled Payment Plan Options currently offered

- **Payment in Full | Single payment on/before the close of business on the last business day in December or February each year**
Please refer to the Fee Schedule on the College website for confirmed dates.
A discount per student is applied.
Please note: late payments are unable to be accepted.

- **BPAY**
Regular monthly payments must be received by the College for this option to be available.
February to November - 10 instalments: either the 15th or 30th of the month (or nearest bank trading day)

The College reserves the right to withdraw the BPAY option to families if payments are not received by the nominated due date/s.

Please note the payment plan choice made will be ongoing until the youngest student in the family leaves the College or if you notify the College of an alteration to your payment plan. Your selected payment plan does not need to be renewed annually.

Finalising Annual Tuition Fee accounts by the end of the school year

It is an expectation of the College that:

All family accounts are to be paid in full by the end of the school year to ensure that the College is able to meet its financial obligations to both staff and external suppliers. The College is unable to extend Credit terms to families.

What notice is required if my son is leaving the College at the end of the year?

If a decision is made that your son will not be continuing at the College, a letter addressed to the Deputy Principal Students is required to advise the College of the student's withdrawal. It is an expectation that parents will give the equivalent of one term's notice, in writing, for any student's withdrawal or the equivalent of one term's Annual Tuition Fees may be charged in lieu of notice.

This amount charged will be due and payable within 14 days of the student exiting the College.

College Notebook Program

The College operates a whole school notebook program where students are issued a College owned laptop. If a student exits, the College allocated notebook must be returned to the College by the student on his last day of attendance, no later.

If this does not occur, an administration charge of \$275 (including GST) may be payable to cover the follow up costs that will be incurred by the College, to ensure the return of the device.

What assistance is available?

Where families are experiencing financial hardship, consideration of a fee reduction or the acceptance of an alternate payment plan will need to be discussed with the Director of Finance and Administration, Ms Lyn McGuinness.

Consideration for fee reduction is made based on the Financial Assistance Application form to be completed by families. This form can be requested by telephoning 9508 2100 or emailing familyaccounts@delasalle.vic.edu.au. Written submissions should be placed in an envelope addressed to the Director of Finance and Administration and marked "Confidential".

Consideration for fee reductions may be available in circumstances that include:

- Absence of a student due to extended illness – longer than a term
- Withdrawal of a student during the year
- Variations to fulltime enrolment (less than 75% of a typical student program) – excluding VET/VCAL
- Approved long-term absence

It is a condition of financial assistance, if approved, that the family enters into a confidential payment arrangement. As part of the agreement all recipients must be on a College scheduled payment plan allowing the College to administer a direct debit to a bank account or a credit card deduction for the payment of the remaining fees.

In the interests of equity for full fee paying families, recipients of any fee assistance would be ineligible to participate in extra-curricular activities such as but not limited to elective overseas, interstate camps and/or trips and the Private Music Program.

The procedures to be followed by parent(s)/guardian(s) who seek consideration for fee reductions due to special circumstances are outlined in the Appendix 1 to this policy.

Obligation to pay fees

At the time of acceptance of enrolment, a student's parent(s)/guardian(s) sign the Acceptance Agreement that incorporates their obligations to pay in full all Annual Tuition Fees and other fees incurred throughout the year annually.

The payment of fees is binding upon each signatory to the agreement. Each signatory to the enrolment confirmation form, and/or any subsequent re-enrolment form, will be solely or jointly responsible for the timely payment of fees.

Non-payment of fees, wherein parent(s)/guardian(s) consistently disregard reminder notices and contact attempts, fail to discuss the issue with the College, and/or default on alternative arrangements, the College reserves the right to take legal action to recover outstanding debts from the student's parent(s)/guardian(s). If deemed to be necessary, this action may occur whilst the student is still attending the College.

If there are any outstanding Annual Tuition Fees for any student at any time throughout the year, the College will reserve the right to withhold tickets for College activities and/or withdraw the student from extra-curricular activities i.e. elective overseas study programs, interstate immersion program, student conferences, private instrumental tuition, until the Annual Tuition Fee account is brought up to date.

Please note that once a student has exited the College, all family accounts not paid by the due date will be immediately forwarded to the College Debt Collector. A final notice will be sent by the College and no further correspondence will be entered into with the College if payment is not made by the due date.

Please refer to Appendix 2 for the College Fee Collection Guidelines.

What if our family situation changes?

If family and parental/guardianship arrangements alter, and the liability for the payment of fees changes from one party to another, either during the course of the student's enrolment or after he has left the College, each party is expected to notify the College so that a new Agreement can be made.

A Change of Status form is available from the Finance Officer (Family Accounts) on request. The document must clearly indicate the change in liability for the payment of fees and the commencement date of this change in liability.

Where any default occurs in the change of status payment arrangement set up or if the College does not receive a mutually accepted agreement from the parties involved to simplify the collection of fees, the original signatories to the enrolment and subsequent paperwork received will be binding upon each signatory to the agreement.

General Enquiries

For any general enquiries regarding Annual Tuition Fees and or any other charges please contact the Finance Officer (Family Accounts) on 9508 2100 or email familyaccounts@delasalle.vic.edu.au.

Related Policies and Documents

- Catholic Education Office Melbourne Policy 2.4, Enrolment for Schools in the Archdiocese of Melbourne
- Catholic Education Office Melbourne Policy 2.27, Annual Tuition Fees

Appendices

Appendix 1 – Consideration for Fee Reduction

Appendix 2 – Fee Cancellation Guidelines

Approval

Responsible officer:	Director of Finance and Administration
Approval body:	College Executive/College Board
Approval date:	28 August 2018
Previous approval:	August 2017
Next scheduled review:	August 2021

Consideration for Fee Reduction

Special Circumstances and Application Procedures

In certain circumstances families may apply for a pro-rata reduction in fees. In such circumstances, the reductions that may apply, and the procedures to be followed are outlined below.

Absence of a student due to extended illness

Where a student is absent from the College for a term or more due to prolonged illness or injury, some form of fee remission may apply.

The level of remission will be determined by a number of factors including the length of absence, the nature and level of ongoing support provided by De La Salle College for the student's ongoing learning and wellbeing. All requests for fee reduction due to such circumstances must be made in writing to the Director of Finance and Administration. Cases will be considered on an individual basis.

Withdrawal of a student during the year

Consideration of any refund for Annual Tuition Fees will be based upon the student's reason for departure and the date of their exit taking into account the notice period given by the family.

It is an expectation that parents will give the equivalent of one term's notice, in writing, to the Deputy Principal Students for any student's withdrawal throughout the year. The equivalent of one term's fees may be charged in lieu of notice.

The table below is a general guide only and is based on the expectancy that all Annual Tuition Fees are paid in full each year.

Term 1 - 25%	Term 2 - 50%	Term 3 - 75%	Term 4 - 100%
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If pastoral reasons underpin the withdrawal of a student from the College, additional pro-rata fee reductions may be considered. For all other reasons (e.g. family relocation) refunds for partial terms are not provided for.

Variations to full time enrolment

For a student whose learning program is less than 75% of a typical student program within the College excluding VET/VCAL programs, they may be considered to be a part time student and as such may be entitled to some remission of Annual Tuition Fees. i.e. long term illness where VCE studies are undertaken over 2-3 years.

The level of remission is determined on an individual basis and takes account of the level of the student's part-time status, the number of days attended and the level of support required. Requests for fee reductions in such circumstances must be made in writing to the Principal.

Long-term leave of absence

For a student who will be absent for two terms or more, a place can be held provided a return date is known and the parent(s)/guardian(s) give a minimum of one term's notice in writing to the Principal.

The Annual Tuition Fee account must be paid in full before De La Salle College can agree to reserve the student's place. Any fee rebate will be limited to a maximum of 50% of the Annual Tuition Fee, and a holding deposit of \$1,500 will be requested from the family. The deposit will be non-refundable and non-transferable but will be credited towards any future fees once the student returns to the College.

De La Salle College will generally not offer any fee remission to families in the case of extended overseas travel except where a student is on a College approved student exchange program that extends over a semester in any given year.

Please note the Principal is the arbitrator of the boundaries under which all of the above circumstances are applied.

Fee Collection Guidelines

As the College is not fully funded by the Commonwealth and State Governments, the College is dependent on family fees to be paid. Parents/Guardians acknowledge their obligation to honour their payment of all fees and levies that are applicable when they sign the Acceptance Agreement.

As per the College Fee Policy, finance packs with the ratified payment plan options are sent to all families with the expectation they will sign up to a payment plan to avoid the issue of chasing outstanding fees.

The Finance Officer (Family Accounts) in an endeavour to be consistent with the College Fee Policy will pursue initially from the family the College Payment Option Form to identify how the College Fees are to be paid for each student (who is or has been) enrolled at the College.

Should an account be in arrears, the College Finance Officer (Family Accounts) will make contact with the fee payer by email and/or telephone to remind the family of their obligation to pay the College Fees in full by the end of each year.

After three reminders and no responses from the family, a letter requesting a meeting with the family and the Director of Finance and Administration will be organised.

At all times, it is a College expectation that:

- Both the College staff following up outstanding fees and the parents who have outstanding fees treat each other with respect and work in partnership to align all College fee payments to the College Fee Policy;
- That parents will respond promptly and favourably to any requests for fees to be brought up-to-date and that they will ensure they have committed to a ratified payment option plan that aligns to the College Fee Policy;
- Families will respond promptly and favourably in regard to any requests to meet with the Principal and/or Director of Finance and Administration to further discuss any financial issues that they may be facing.

Records of all contacts with families will be kept in the notes section of the College accounting software package for future reference and will be taken into account should an application for fee consideration be received.

Should a family account be in arrears when future enrolment confirmations are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent.

The Director of Finance and Administration will bring to the attention of the Principal and the Finance Committee any family accounts where there has been no satisfactory response to:

- Reminders or contacts requesting payments to be made;
- Meeting requests to discuss payment arrangements.

Where any account remains in arrears and all avenues to have the family recognise and action their fee responsibilities have been exhausted, the next step would be to seek approval to prompt legal action. The College Finance Committee and College Board will be kept informed at each stage.

The Principal will be authorised to obtain judgement if absolutely no resolution has been obtained once all avenues to recover outstanding fees are exhausted.

The College Board approves that parents will be liable for any cost incurred by the College in relation to the recovery of arrears.