



Melbourne Archdiocese
Catholic Schools

De La Salle College Malvern Fee Policy



DE LA SALLE
COLLEGE – MALVERN

De La Salle College Malvern is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

De La Salle College is committed to providing a quality education for young men in the Catholic tradition. The College has a reliance on parents/guardians/carers 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.

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.

The College seeks a positive and cooperative relationship with parents/guardians/carers and by accepting an offer of a place at the College, the parents/guardians/carers are consciously making a commitment to honour their annual financial obligations to the College.

The College has a responsibility to ensure that all parents/guardians/carers share equitably the education costs of the students at the College.

Where the parents/guardians/carers experience financial hardship, the College will consider alternative payment options to assist families to meet their financial obligations. Agreed commitments must be in place before any reduction will be approved and processed.

Guidelines

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

This policy is applicable for students enrolled at any year level.

How much will I pay?

Each year the College is mindful of the impact on families when Annual Tuition Fee and Levy increases occur.

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

Annual Tuition Fees

The Annual Tuition Fees are detailed in the De La Salle College Schedule of Fees and Levies. These fees and levies are to remain fixed throughout the year unless significant and unforeseen circumstances arise.

The College will issue Statements for the Annual Tuition Fees and Levies to families at the end of January prior to commencement of the new school year.

The Annual Tuition Fee charged per student includes classroom materials and resources. It does not include costs associated with the College notebook program or compulsory camps and retreats. These costs are included in the Consolidated Levies amount per student.

Please note that additional extra-curricular items such as voluntary elective trips/immersions or the Instrumental Music Program are also not included. Consequently, these events and programs are separate to Annual Tuition Fees and Levies and any costs associated with these events and programs will be charged to the parents/guardians/carers separately should your son(s) participate.

To participate in any of the additional events or programs, the family College Fee account must be up to date at the date of application. The College reserves the right to withdraw any student from the additional events or programs if there are any outstanding fees or levies owed to the College. Parents/guardians/carers will be liable for any costs incurred in relation to this withdrawal.

Annual Consolidated Levies

The Annual Consolidated Levies are detailed in the De La Salle College Schedule of Fees and Levies.

The Consolidated Levies charged per student include the costs associated with the College notebook program, software licences required, educational subscriptions, compulsory camps and retreats and Valedictory Dinner ticket (Year 12 students only).

Family Capital Levy

A Capital Levy of \$500 per annum will be added to the family fee account at the beginning of each year when tuition fees are issued.

This compulsory levy is to cover ongoing facilities development and associated building programs, as well as general maintenance and site costs across our three campuses.

Other Charges

VET/ VCE Vocational Major (VCE VM) Charges

VET/ VCE VM students

The College prides itself on offering differing pathways for all students. This includes providing potential enrolment into VET subjects and/or the VCE Vocational Major program for students not wishing to undertake the standard VCE options.

It is noted if undertaking any VET/ VCE VM program the student's hours of attendance at the College each week will vary depending on the course/s the student is enrolled in.

The VET/ VCE VM options are offered on the understanding that the Annual Tuition Fees and Levies charged are payable in full each year. VET course fees are dependent on the option/s undertaken by the student.

Students who enrol in a VET course before 30 April are eligible for a College VET subsidy of up to \$3,500. For any fee in excess of \$3,500, the difference will be payable by the family.

Students who enrol in a VET course after 30 April will not be eligible for the College VET subsidy of up to \$3,500. As a result, they will be responsible for covering the full cost of the enrolled VET course.

It should be noted that should a student withdraw from his VET course post the February cut-off date (i.e. Census) the full cost of the course will be passed onto the parent. TAFE/RTO's do not provide a credit for any withdrawal post the February cut-off date. It is not appropriate that the College bear this cost when the withdrawal was the choice of the student.

The College will issue a Tax Invoice/s when additional fees are payable, and the account/s will be due and payable by the family within 14 days.

The VCE VM program offered by the College is by application with Parent Acknowledgment/Permission sign off required before the student's registration is finalised.

The VCE VM program offers two forms of on-site learning:

- SWL (School Workplace Learning)– The Annual Tuition Fee and Levies will be charged as per the Schedule of Fees.
- SBAT (School Based Apprenticeships and Traineeships) – VET course fee paid by the employer – the Annual Tuition Fees and Levies charged are based on the SBAT agreement signed by the parents, employer and the College.

The College's Vocational Learning Coordinator will oversee the student's SWL/SBAT program as well as the student's participation in the balance of the Year 12 studies associated with the VCE VM program. For the student to be successful in the VCE VM program, he must attend all College timetabled classes throughout the year.

SBAT students will receive a reduction on Annual Tuition Fees based on the number of days that they are absent from school each week (up to a maximum of two days). An administration and resource charge will apply in such cases. There will be no reduction applied to the Annual Levies.

Parents may be required to pay for additional materials used or extra training outside of the scope of their VET course.

Instrumental Music Program

Instrumental music lessons are available as an option to students and as such attract an additional fee. Payment of the semester fee is required on registration for a student to participate. Please refer to Ollie for details regarding instrumental music options.

Payment by instalments for the Instrumental Music Program is not available. Payment must be made at the beginning of each semester via credit card using the online registration form.

For participation in the Instrumental Music Program to be approved:

- payment of the Annual Tuition Fee and Levy account must be on an approved College payment plan as per the College Fee Policy;
- the Family Annual Tuition Fee and Levy account must be up to date.

The College reserves the right to withdraw any student from the Instrumental Music program if there are any outstanding fees or levies owed to the College.

Charges for New Students

Application Fee

A payment of \$100 (incl GST) is payable when submitting 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 Acceptance Fee

From 1 January, 2025, when an offer of a place at De La Salle College is accepted a payment of \$1,300 is required.

This payment is comprised of the following amounts:

- A non-refundable, non-transferable Administration fee of \$300; and
- A non-refundable Tuition fee paid in advance of \$1,000. This amount will be offset against your first Statement.

This payment reserves the student's place and confirms the enrolment at the College.

Should a family withdraw their son from the enrolment process prior to the child commencing their education at the College, **the payment made to the College is not refundable** under any circumstances.

Student Enrolments During the School Year – Tuition Fees, Consolidated Levies and Family Capital Levy

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

The full Annual Consolidated Levy amount for the relevant Year Level will be charged.

A Family Capital Levy of \$500 will also be added to the family fee account.

The Application Fee and the Enrolment Fee/Acceptance of Offer payment will still need to be paid prior to the student commencing studies at De La Salle College.

Discounts

Early Payment Discount

An Early Payment Discount will be granted when the full amount of Annual Tuition Fees and Levies is made by close of business on 28 February each year. The dollar amount of this discount will be calculated annually and advised on the College Schedule of Fees and Levies each year as well as on your account Statement. Payment can be made via electronic transfer directly into the College bank account or by credit card over the telephone.

Where individual parents/guardians/carers are responsible for only a portion of the Annual Tuition Fees and Levies then that same proportion should be applied to the discount.

Please note that payments received after 28 February will not be entitled to the discount.

Sibling Discounts

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. This discount is applied to the Annual Tuition Fee only. The discount is not applied to the Consolidated Levy.

Second child	15%
Third child	20%
Subsequent child/ren	40%

Old Collegians Rebate

The College recognises the importance of our Alumni and as such wishes to acknowledge and enhance this relationship by supporting Old Collegians who elect to send their son(s) to De La Salle College.

A rebate will apply on entry to families of Old Collegians (grandfather/father/brother/uncle) as a one off \$500 rebate per child applied on entry for the first year only. A credit will be applied against the tuition fee account of the individual student in the first year's fee statement.

To qualify for the Old Collegian's rebate the grandfather/father/brother/uncle must have been a student at De La Salle College.

The Old Collegians rebate came into effect for students beginning at the College from 2021 onwards and is not retrospective.

CSEF Discounts

Families who hold a current Centrelink pension or Health Care Card and 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: <https://www.vic.gov.au/camps-sports-and-excursions-fund>.

Completed form to be sent to familyaccounts@delasalle.vic.edu.au

How do we pay our Annual Fees and Levies?

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

The annual statement of account will be issued in January each year identifying the total Annual Tuition Fee and Levies payable. The monthly instalment amount required over the February to November period will be 1/10th of this total.

Please note the payment plan choice nominated 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.

A fee of \$33 (incl. GST) will be charged for all monthly scheduled payments that dishonour. Please contact our Family Accounts Officer by telephone on 9508 2103 or email at familyaccounts@delasalle.vic.edu.au if you are experiencing financial difficulty and will be unable to make the scheduled payment.

Payment in Full - Option1

- **Payment in Full - Single payment on/before the close of business on 28 February each year**
An Early Payment Discount per student is applied. Where individual parents/guardians/carers are responsible for only a portion of the Annual Tuition Fees and Levies then that same proportion should be applied to the discount.
Please note: payments received after 28 February will not receive the discount.

Payment Plan - Option2

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

Finalising Fee Accounts by the End of the School Year

The College expects that all family accounts are paid in full by 30 November 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 returning to the College in the subsequent year, a letter/email addressed to the Head of School (Senior Years) (Yrs 10-12), Head of School (Middle Years) (Yrs 6-8) or Head of School (Yr 9) Holy Eucharist, must be provided advising of the student's intention to withdraw. This notice must be provided no later than the end of Term 3 in the current year. Where insufficient notice is provided a late notice fee up to the equivalent of one term's tuition will be payable. Individual cases may be considered by the Business Manager.

What notice is required if my son is leaving the College during the year?

Should you withdraw your son's enrolment at the College during the year a letter/email addressed to the Head of School (Senior Years) (Yrs 10-12), Head of School (Middle Years) (Yrs 6-8) or Head of School (Yr 9) Holy Eucharist must be provided advising of the intention to withdraw. In all circumstances a term's notice must be provided. Where insufficient notice is provided a late notice fee up to the equivalent of one term's tuition will be payable.

If families have made the decision to withdraw their son(s) as a result of financial hardship it is important that they contact the Business Manager to discuss all options available to enable the student(s) to continue their education at De La Salle College. Consistency of education for our students is important to us.

College Notebook Program

The notebook program is administered by the College whereby students are allocated a laptop for learning purposes.

Students in Year 6 are provided with a College owned notebook to use for the duration of the year. This notebook must be returned to the College no later than the last day of attendance of Year 6. Notebooks that are returned late, damaged or without the accessories will incur a charge on the fee account issued by the College.

Students in Year 7 to 12 are also provided with a College owned notebook. Ownership of the laptop transfers to the family at the end of the third year (i.e. Year 9 and Year 12), provided all College fees, levies and charges on your account are up to date by 30 November of that year. Where any fees, levies or charges on the family account are still outstanding at 30 November of the third year (i.e. Year 9 and Year 12), the notebook and all associated accessories must be returned to the College.

What assistance is available?

Where families are experiencing financial hardship, the College will consider a fee reduction or may accept an alternate payment plan. These must be discussed with the College's Business Manager. This consideration is only applicable for the year in which it is applied for.

Consideration for fee reduction is made based on the Application for Fee Assistance form being completed by families. This form can be requested by telephoning 9508 2103 or emailing familyaccounts@delasalle.vic.edu.au. Submissions should be emailed to the Family Accounts Officer at familyaccounts@delasalle.vic.edu.au.

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/VCE VM
- Approved long-term absence.

It is a condition of fee assistance, if approved, that the family enters a confidential payment arrangement.

Approval does not automatically apply every year to the family account. If approval for financial assistance is given, thereafter a new application must be submitted on request each year as a financial status update is required for any extension to be considered.

As part of such an agreement, recipients must be on a College scheduled payment plan allowing the College to administer a direct debit from a bank account or a credit card deduction for the payment of the remaining fees.

Recipients of any fee assistance are ineligible to participate in extra-curricular activities such as but not limited to voluntary elective overseas/interstate camps and/or trips and the Instrumental Music Program.

Recipients of Fee Assistance are also ineligible to retain the notebook at the end of Year 9 or Year 12. Notebooks must be returned to the College no later than the student's last day of attendance of Year 9 and/or Year 12. Notebooks that are returned late, damaged or without the accessories will incur a full charge on the fee account issued by the College.

The procedures to be followed by parents/guardians/carers who seek consideration for fee reductions due to special circumstances are outlined in the [Appendix 1](#) to this policy.

Obligation to Pay Fees

Each signatory to the enrolment of the student is responsible for the timely payment of fees and levies in accordance with the Enrolment Agreement.

The College reserves the right to take legal action to recover outstanding debts inclusive of debt recovery charges from the student's parents/guardians/carers. This action may occur whilst the student is still attending the College where there is non-payment of fees. Consistent disregard of reminder notices and contact attempts, failure to discuss the issue with the College, and/or default on alternative arrangements will result in this action being taken.

If there are any outstanding Annual Tuition Fees and Levies for any student at any time throughout the year, the College reserves the right to withdraw the student from extra-curricular activities i.e. voluntary elective overseas study programs, interstate immersion programs, college activities, student conferences and private music tuition until the Annual Tuition Fee and Levy account is brought up to date. Parents/guardians/carers will be liable for any costs incurred in relation to this withdrawal.

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 Collection Agency. A final notice will be sent by the College and no further correspondence will be entered into by 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/carer arrangements alter and you wish to each pay a nominated share of the account, the College can create a separate account for each parent and split the tuition fee and levy invoice between those accounts in the agreed proportions.

You can request this by obtaining and completing the Update to Family Account Form. An Update to Family Account Form is available on request from the College Finance Officer (Family Accounts).

Please be aware that this account split is for administrative purposes only and both parents remain jointly and severally liable for all unpaid tuition fees and levies. For this reason, upon request by either parent and without requiring consent from the other parent, the outstanding balance on both accounts can be disclosed by the College to either parent.

In certain circumstances, the College may agree to split responsibility for tuition fees and levies between parents without the imposition of joint and several liability. For example, we will work with families to apply the conditions of an existing Order of the Court.

An Update to Family Account Form is not valid until it is agreed to by the College and then signed by all parties subject to the agreement, including the College.

If the revised payment arrangement under the agreed Update to Family Account Form falls into default by either party, the College reserves the right to reinstate the account back into the joint names of those who signed the Enrolment Agreement.

General Enquiries

For any general enquiries regarding Annual Tuition Fees and Levies and/or any other charges please contact the Finance Officer (Family Accounts) on 9508 2103 or email familyaccounts@delasalle.vic.edu.au.

Appendices

[Appendix 1](#) – Consideration for Fee Reduction

[Appendix 2](#) – Fee Collection Guidelines

Approval

Responsible officer:	Business Manager
Approval body:	College Executive
Approval date:	20 November 2024
Previous approval:	28 November 2023
Next scheduled review:	November 2025

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 several factors including the length of absence, and 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 Business Manager. 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 considering the notice period given by the family.

The full Annual Consolidated Levy and Family Levy amount will be charged for withdrawals during the year.

It is an expectation that parents will give the equivalent of one term's notice, in writing, to the Head of School (Senior Years) (Yrs 10-12), Head of School (Middle Years) (Yrs 6-8) or Head of School (Yr 9) Holy Eucharist for any student's withdrawal throughout the year. The equivalent of one term's fees may be charged in lieu of notice.

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/VM 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 two-three 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 Business Manager.

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)/carer(s) give a minimum of one term's notice in writing to the Head of School (Senior Years) (Yrs 10-12), Head of School (Middle Years) (Yrs 6-8) or Head of School (Yr 9) Holy Eucharist.

The Annual Tuition Fee and Levy 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 not offer any fee remission to families in the case of extended overseas family 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 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.

As per the College Fee Policy, finance packs with the ratified payment plan options are sent to all families.

These payment options include:

- Payment in full by 28 February to receive the Early Payment Discount or
- Establishing a monthly payment plan of 10 equal instalments from February to November

The Finance Officer (Family Accounts) will ensure that all families partake in one of these two payment options.

In the event that an account is in arrears, the College Finance Officer (Family Accounts) will contact the fee payer by email and/or telephone to discuss and 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 meeting with the Business Manager will be requested.

At all times, it is a College expectation that:

- Both the College staff following up outstanding fees and the parents/guardians/carers 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/guardians/carers 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;
- Parents/guardians/carers will respond promptly and favourably in regard to any requests to meet with the Business Manager and/or the Principal to further discuss any financial issues that they may be facing.

Records of all contacts with families will be kept by the College 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 offers are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent.

The Business Manager will bring to the attention of the Principal 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 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 approves that parents will be liable for any cost incurred by the College in relation to the recovery of arrears.