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## Fees Policy

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### **RATIONALE**

Mt Hira College was established to provide an affordable and quality education for the local community. As an independent school, Mt Hira College's income is received from Government Grants, school fees and local fundraising. The level of fees charged must be sufficient to support the educational programs of the College. The College Board is responsible for reviewing and setting the fees. They will be sensitive to the financial constraints upon families wishing to send their children to Mt Hira College.

The School Fees Policy must be interpreted in light of Mt Hira College's Vision and Mission statements and read in conjunction with the Enrolment Policy.

### **PURPOSE**

- To provide clear guidelines and protocols to staff and parents regarding school fees, payments schedules and methods of payment.
- To outline procedures to be followed if payments are not made by the due dates.

### **SCOPE**

All Staff, Executive, Board, Contractors, Volunteers and community members of Mt Hira College ("the College").

### **WHAT THIS POLICY EXPLAINS**

#### **Implementation:**

#### **Enrolment:**

- Application Fee – a non-refundable application fee of \$100 per child is payable with each application for enrolment and must accompany the application form.

#### **Tuition Fees:**

- Primary School Tuition Fees - \$1,720 per student per year
- Secondary School Tuition Fees - \$2,300 per student per year
- Building Fund – \$250 per family per year.

#### **Discounts**

- 15% discount of Tuition Fee applies to the second child
- 30% discount of Tuition Fee applies to the third child
- 10% discount of Tuition Fee applies if Full Payment is made at the beginning of the year
- Further 20% discount applies on the Tuition Fee to Pensioners and Current Health Care Card Holders.
- Further 20% discount of Tuition Fee applies to all Mt Hira College staff.

#### **Billing:**

On enrolment families will be required to complete a 'Fee Paying Arrangement Form.' On this form parents elect how they wish to pay the fees.

- Annually in advance – the first account of the year will show the total annual fees, taking into account the 10% discount for paying up front.
- Term by term – the due dates of each instalment will be noted at the beginning of the year.
- Families who wish to apply for any other payment schedule must arrange a meeting with the Business Manager to negotiate a different payment schedule.

### **Method of Payment:**

- School fees may be paid by cash, cheque, bank debit or credit card.

**Note:** Payment by cash must be made in person at the office and a receipt obtained. Any claim that school fees were paid in cash must be accompanied by an official school receipt.

### **Non-Payment of Fees:**

In the case of a student currently at the College, the procedure will be:

- Initial follow up will be made two weeks after the due date of the account payment, regardless of the payment arrangement.
- The initial follow-up will be an account rendered or telephone call by the College administrative staff
- If no contact has been made with the Business Manager within seven days after the initial follow up, a letter will be sent requesting either payment be made or contact be made with the Business Manager to discuss the matter.
- If after a further seven days the parents have taken no action a second letter (from the Business Manager) will be sent requesting payment or an appointment within seven days (letter 2).
- If there is no response to this letter the Business Manager will attempt to ring the parents to discuss the matter.
- If the parents cannot be contacted to make an arrangement, or make an arrangement that is not kept, a letter from the Principal will be sent requesting payment or an appointment, within seven days, to discuss the outstanding account (letter 3). Failure to respond may result in temporary withdrawal of tuition and referral to the Board.
- If the parents do not make an appointment to meet with the Principal to discuss the matter, they will be informed that their debt would not be allowed to increase and that they will be required to pay all account arrears (letter 4). The Principal may also send the student/s home (accompanied by Letter 4), explaining that the student/s may not return to the College until the parents have met with the Principal. This meeting will be held in the presence of the Business Manager. A written record will be kept of the meetings with the parents. Failure to respond to letter 4 will result in parents being requested to pay all arrears and a full term's fees (10 weeks) in advance.
- If the parents do not contact the Principal within seven days after letter 4, or make an arrangement that is not kept, the Principal, with the approval of the College Board will write (by certified mail) to the parents and inform them that their child/ren is/are no longer enrolled at the College (letter 5). The account may also be handed to a collection agency for recovery and the debtor will then be liable for all collection costs and any associated fees involved in the recovery of the debt.

### **In the case of a student who has left the College:**

- At the time of leaving the College, the parents will be notified of the outstanding fees.
- If, after two weeks of leaving the College the outstanding fees have not been paid, a letter will be sent by the Principal requesting parents to settle the account, and informing them that if there is no response or satisfactory arrangement entered into to pay the outstanding fees, the account will be handed to a collection agency (Letter 6).  
The debtor will then be liable for all collection costs and any associated fees involved in the recovery of the debt.

At all times, the College will ensure that people suffering financial hardship are given due consideration. Outstanding accounts will not be passed to a collection agency unless the College can demonstrate a long period of attempting to contact the parents to negotiate the payment of the account. It is only after a family has demonstrated that it is not prepared to either honour an arrangement entered into for the payment of fees, or refuses to attend any meeting to discuss the payment of fees, that the matter will be handed to a collection agency.

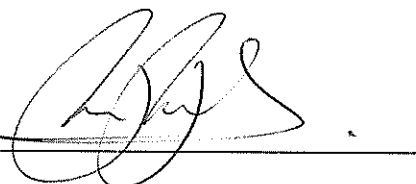
#### **WHEN THIS POLICY APPLIES**

At all times...

Ratified by the Board on: 06/10/2021

Chairperson: Mr Tugrul Usta

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'Tugrul Usta', written over a horizontal line.

This policy will be communicated to staff, parents, students and the wider community through one or more of the following channels: newsletter, assemblies, staff/student handbook, College website, staff meetings and information sessions.

*This policy will be reviewed as part of the College's 2 year review cycle.*