



## SCHOOL FEES POLICY

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### ***Rationale***

Guided by its vision and mission the College draws on its Augustinian commitment to justice for families in determining the annual financial arrangements related to student enrolment. The College is committed to exploring all responsible means of restricting tuition fees, levies and charges in order to maintain equity and accessibility for all, while at the same time continuing to meet its financial obligations and ensure its economic sustainability. Compassion and consideration are extended to families in need.

### ***Policy***

Parents / carers and / or any other individuals who are party to a Student Enrolment Acceptance Agreement with Villanova College are jointly and severally liable for the payment of student's school fees at the College. This means that each individual who signs the Student Enrolment Acceptance Agreement is personally liable for the full amount owed to the College. The College may at its absolute discretion elect to pursue any signatory for the full amount owed.

### ***Implementation***

#### **Instrumental Music Program eligibility**

In order to be eligible for enrolment in the College's instrumental music program, school fees (including music fee and instrument hire charges) need to be paid by the due date. Where school fees remain in arrears, and a direct debit arrangement has not been entered into, a student will ordinarily be ineligible to take private music lessons provided by the College.

#### **Voluntary Tours**

Where school fees remain in arrears, and a direct debit arrangement has not been entered into, a student will ordinarily be ineligible to participate in voluntary school tours.

#### **Withdrawal of enrolment**

Parents wishing to withdraw their son's enrolment are required to provide written notice by no later than the first day of the term at the end of which it is intended he should leave, or if it is intended he should leave during the term, by no later than the first day of the preceding term. Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the College one term's fees in lieu of notice.

## PROCEDURES

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1. The annual school fees are billed over four school term accounts.
2. Each term account must be paid by the due date, which will be detailed in the account.

3. Arrangements can be made in writing for school fees to be paid in a lump sum in advance or over periods of time within a term.
4. In circumstances where a term account cannot be settled by the due date the College Business Manager must be contacted in order to obtain approval for an extension of time to pay the account.
5. A reminder statement will be sent to all families with outstanding balances, where direct debit agreement has not been signed with the College.
6. Should a term account not be paid by the due date without prior arrangement with the Business Manager, contact with parents/carers will be made by letter reminding that the account is overdue and requesting that it be paid in full by the date shown on the letter. In response to this letter, parents/carers may request an interview with the Business Manager or with the Principal to discuss their current financial situation.
7. If no response is forthcoming a second letter will be sent from the College advising that the account is well overdue and must be paid immediately. The letter will be followed by a phone call to ensure there is no misunderstanding regarding the account or the individual financial situation.
8. If school fees are still outstanding and no response has been received, the account will be forwarded to the College's Debt Collection Agent who will handle the account on the College's behalf.
9. Where the College's Debt Collection Agent is not able to effect an acceptable resolution, parents / carers may be advised that their son's enrolment will be suspended until such time as a resolution is reached. This will be advised following a meeting with the Principal or their delegate. Overdue accounts may result in a review of the student's continuing enrolment. The College may, at its absolute discretion, terminate a student's enrolment where any school fees are overdue and remain unpaid.
10. Where a family is experiencing hardship, a concession on tuition fees only may be available for eligible applicants. Further details can be obtained by contacting the College. Where a concession is granted, it is expected that parents sign a direct debit agreement to pay the balance of the fees. Students receiving concession on tuition fees will ordinarily not be eligible to participate in any charged voluntary co-curricular activities, e.g. tours and private music lessons.

### ***Definitions***

*School Fees* – all compulsory charges listed on the College Fee Schedule. This includes tuition fees and levies, and other charges, as advised.

*Student Enrolment Acceptance Agreement* – legal document between the College and Parents / Carers. It is signed on acceptance of the place at the College.

*Hardship Concession* – determined following application process and provision of necessary documents. This may include a waiver of fees relating to a period in which the relevant student has not been in attendance.

***Endorsement***                      Approved by Villanova College Council 1 December 2011  
    Amended by Villanova College Council 22 August 2012, 27 February 2013

***Reviewed***                              Amended and endorsed by Villanova College Board 27 April, 2016