

# SCHOOL FEES POLICY

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## Purpose or Rationale

Villanova College is an independent Catholic College for boys in Years 5 to 12 “striving for excellence in boys’ education as an Augustinian community one in mind and heart on the way towards God”. The College teaches the Augustinian values of truth, love and community. It seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity. Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.

Villanova College aims to provide a quality education to all students and for this to occur effectively, the payment of school fees is essential. These fees and levies are charged to supplement government funding. The College sets the fees at a level that enables the provision of excellence in teaching and learning and ensures the effective functioning of the College. The major part of the annual budget is allocated to the payment of salaries to teachers and other staff at the College. In addition, the College must budget for ongoing maintenance, repayment of capital loans, refurbishment and new building projects amongst other expenses. It is vital that fees are paid on time to ensure the continued efficient financial management of the College.

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. Parents have a reciprocal obligation to pay full school fees on time. Compassion and support extended to families in need are integral parts of the Augustinian ethos of the College.

The purpose of this policy is to provide a framework of principles for the payment of School Fees at Villanova College.

## Policy

The College is committed to exploring all responsible means of setting school fees each year, in order to maintain equity and accessibility, while at the same time continuing to meet its financial obligations and ensure its economic sustainability.

## Implementation

### Principles

#### (1) Confidentiality

In any matters related to school fees, every effort will be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.

#### (2) Setting of School Fees

School fees and fees for additional programs (such as Instrumental Music) will be set by the Villanova College Board on the recommendation of the College Board Finance Advisory Committee following consideration of budgetary estimates prepared by the Principal and Business Manager. Fee Schedules will be published by the College in advance of the forthcoming calendar year. Fees may be subject to change, without notice, as a result of changes to Australian legislation and/or regulations.

### **(3) Sibling discounts**

Sibling discounts apply in the case of two or more brothers from a family enrolled at the College at the same time.

If there is more than one concession, the concessions are applied in the following order:

1. Sibling discount;
2. Hardship concession on the net balance.

### **(4) Responsibility for Payment**

Parents 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 a student's school fees at the College and any other costs associated with the student's enrolment at the College. This means that each individual who signs the student enrolment acceptance agreement accepting financial responsibility 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.

### **(5) Issue of School Fee Accounts**

School fee accounts will be issued in such manner and at such intervals as determined by the College management and are to be paid by their due date.

### **(6) Non-Payment of School Fees by Due Date**

Where fees are not paid by the due date, they will be considered overdue. Parents who are unable to pay by the due date are expected to contact the College to make alternative arrangements which respect the principle of reciprocal obligation.

### **(7) Extra Curricular School Activities**

Parents will not ordinarily be permitted to enrol their son(s) in non-compulsory (extra-curricular) paid College activities unless the agreed school fees have been paid.

### **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.

### **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.

### **(8) Overdue School Fee Accounts**

In justice to families who pay their full school fees regularly and on time, the College will maximise collection of school fee accounts in accordance with the Procedures.

### **(9) Use of Debt Collection Procedures**

If the College cannot resolve outstanding school fee accounts, debt collection procedures, including legal action, will be undertaken to recover the amounts owing. College reserves the right to recover any legal fees at College's discretion.

### **(10) Suspension or Cancellation of Enrolment**

The College may, at its absolute discretion, suspend or cancel a student's enrolment where:

- (a) outstanding school fee amounts are owing to the College, and
- (b) where satisfactory commitment to and fulfilment of an agreed payment arrangement has not been made.

The rights and remedies of the College in this regard will not be prejudiced or affected by any time or other indulgence granted to the signatories of the student enrolment acceptance agreement.

### **(11) Withdrawal of enrolment**

In accordance with the student enrolment acceptance agreement, Parents wishing to withdraw their son's enrolment are required to provide written notice to the Principal 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 school fees in lieu of notice.

If a student is to be withdrawn from the College all fees must be paid in full on or before the student's last day of attendance. Upon receipt of written notice of withdrawal and prior to the student's last day of attendance the College will calculate fees due and inform the Parents. If a student does not complete a full term at the College and a full term's written notice of withdrawal has been given, the College will calculate any required adjustment to the paid school fees. A pro rata refund of paid fees will be made if required.

### **(12) Courses Additional to the College Curriculum**

Courses additional to the College Curriculum may, with the permission of the College, be accessed through University, TAFE or other Registered Training Organisations. Where a student chooses to undertake any such course, the cost is in addition to school fees and is the responsibility of the parents of the student. The cost will need to be paid prior to enrolment in the course.

## **Definitions**

The terms defined in this clause have the following meaning in this policy and in the School Fees Procedures unless the context indicates otherwise:

**Brothers** means two or more boys enrolled at the College at the same time, with at least one biological or adoptive parent in common, irrespective of their place of residence.

**Parent** means the parent, guardian or carer of a student including a prospective parent.

**Principal** means the Principal or the nominee of the Principal.

**School Fees** means all compulsory charges listed on the College Fee Schedule. This includes school fees and any other charges in relation to activities associated with the student's attendance at the College. It includes any fees and charges required to be paid prior to a student's commencement at the College.

**Student** means a prospective or current student of the College.

**Student Enrolment Acceptance Agreement** is the legally binding agreement between the College and parents or any other individuals who are a party to the agreement. It is signed on acceptance of enrolment at the College.



## Review

This policy is to be reviewed after 3 years or earlier to take account of any changes to relevant legislation or regulations, changes to the College's operations and practices and to make sure it remains appropriate to the changing environment.