



Fees Policy

CONTEXT STATEMENT

Contributions made by families towards their children's education are an integral component of the overall funding received by the College. Commonwealth and State funding contribute around 75% of overall income that Samaritan College relies on to operate efficiently.

Parents and guardians agree at the time of enrolment that they will be responsible for their children's fees while at the College.

It is the policy of the South Australian Commission for Catholic Schools (SACCS) that no child will be denied a Catholic Education because of parents'/carers' inability to pay fees, subject to the College's enrolment policy. Nevertheless those who are able to pay are required to do so.

Families experiencing financial hardship will be assisted in applying for a financial scholarship.

UNDERLYING ASSUMPTIONS, PHILOSOPHY & RATIONALE

We at Samaritan College acknowledge:

- That privately collected fees are critical to the operation of a Catholic School
- The uniqueness and dignity of each individual is fundamental to our values and ethos;
- Fee levels in Catholic schools are to be set such that Catholic schooling is accessible to all Catholic families.
- College fees are to be set with due regard for the nature of the College community, appropriate resourcing and equity considerations relating to families (such as number of children in family).
- Support will be provided for low income families in accordance with the Samaritan College Vision and Mission statement and the SACCS Policy.
- Fee processes and policies are to be just, respectful, compassionate and transparent. An annual review of the policy will be conducted by the Finance Committee.
- That all information relating to the Fee Policy and its procedures be readily available to all families.
- Details of families' financial circumstances are to remain confidential to those authorised to access the information.
- Students who are in receipt of School Card allowance and financial scholarships should not be identified publicly through any school practices, such as book collections and excursions.

PURPOSES / AIMS

Through the application of this policy, Samaritan College will:

- Take responsibility for implementing the Fee Policy, practices and procedures;
- Ensure all members of Board, leadership staff and Parents/caregivers are aware of the Fees Policy and procedures.
- Cooperate with relevant government agencies and social services agencies within the community in regard to families who find it difficult to pay.
- Make every effort to ensure a parents/caregivers inability to pay fees does not impact on their child's learning.

GUIDELINES & PROCEDURES

In order to support this policy, the guidelines and procedures below will be followed:

- Accounts are to be paid in full within 30 days of the invoice unless a payment plan has been agreed – regular, part payment is encouraged. Where a payment plan has been agreed or a direct debit has been entered into, accounts are to be finalised by November of the current school year.
- Families that are eligible for School Card are required to make the application annually. The fees bursar is available to discuss the process with eligible families.
- Financial Scholarships will be provided to families (not eligible for School Card) who are genuinely unable to pay tuition fees. An application is to be completed annually and a discount will be provided in accordance with the families individual circumstances. Verifiable financial information will be required for each application.
- Tuition fees will be billed early in Term 1 and follow-up will be conducted at regular intervals.
- Any students that are absent for 5 continuous weeks or more due to family holidays, illness, sporting commitments or family emergency can apply in writing for a pro-rata discount on their fees. Any request for a stoppage of fees for a period of a year or more will only be considered if there is no current waiting list or likelihood of a waiting list and the family has full intention of returning – in these cases the family would un-enrol and re-enrol up their return.
- The College reserves the right to institute collection proceedings from those who disregard agreed payment requirements.
- Non payment of fees by the agreed date will result in collection fees being charged.
- Agreeing to an approved method of payment forms part of a child’s enrolment procedure.
- All families that are granted a Financial Scholarship are required to arrange direct debit payments for the balance of fees.
- All enrolments for new families commencing after 2016 will be required to enter into a direct debit agreement prior to enrolment (exemptions may apply). Whilst this excludes existing families, direct debit agreements are the colleges preferred payment method which all families are encouraged to adopt.
- All existing families that do not return the payment option form or meet their agreed commitment will be required to enter in a direct debit agreement.
- All existing families have the option of using the annual payment options form. All new and existing families have the option of taking advantage of the once off payment agreement form. It is the college’s medium term intention that all families will be required to complete a once off payment agreement form.
- An enrolment may not be confirmed until a direct debit form or payment agreement form has been completed and accepted.

SUPPORTING DOCUMENTS

- SACCS Fee Policy, 2006
- SACCS Enrolment Policy and Procedures, 2012
- CESA Annual Guidelines (printed annually)