



School Fee Collection Policy

Rationale:

At Catherine McAuley College, as a Mercy School living in the Spirit of Catherine McAuley and following the model of Jesus are dedicated to our Touchstone Statement.

‘Inspiring members of our community to be learners impelled to thrive and serve’

To support the provision of outstanding educational Service to the community, Catherine McAuley College, governed by Mercy Education Ltd, sets an appropriate fee level. Justice to all requires that fees are collected, while Compassion is shown to those in need. The procedures for fee collection embody Respect to all involved.

Definition:

This policy applies to:

- **School Fees:** The amounts charged by the College to families that contribute to the education of the children – they include tuition charges and levies
- **Outstanding School Fees:** Are those not paid within the time frame set by the College and/or agreed with the individual
- **Parents/Carers:** Includes the natural biological parents, carers or legal guardians of a student
- **Legal Action:** Any process involving interaction with the court system

Policy Statement:

It is the policy of Catherine McAuley College:

- If fees are in arrears; written, electronic, personal or telephone contact will be made with the Parents/Carers. Records will be maintained of all communication with Parents/Carers.
- Every effort will be made to ascertain the ability of the Parents/Carers to pay outstanding fees. A payment plan will be negotiated where possible.
- If a child/family are exiting the College throughout the year, one terms notice must be given in writing, and payment of fees covering the one term notice period is required (i.e. $\frac{1}{4}$ of the full year school fee must be paid in addition to the pro rata year to date fees up to and including the last day of enrolment at the College).
- Procedures to enable the collection of outstanding school fees will be enacted when Parents/Carers refuse to pay, or when Parents/Carers consistently refuse to engage in good faith discussion regarding their fee position.
- Where no evidence of hardship or special circumstances can be substantiated, the College may engage a recognized Debt Collection Agency or issue a solicitor's letter. Parents will be notified that they will be responsible for any consequential costs incurred.
- Prior to initiating legal action or seeking judgement, Catherine McAuley College will make an application for approval to the Mercy Education Limited Finance Committee. All students, regardless of their fee accounts, will be permitted unimpeded access to all core College programs and activities. However, if significant fees are outstanding, Catherine McAuley

College may discretely limit or refuse access to optional College programs (e.g. musical instrument lessons, College formals, overseas or instate travel programs, etc.).

- Under no circumstances will the enrolment of a student be terminated owing to outstanding fees.
- Legal and other associated costs may be charged back to the fee payer if suitable advice to this effect has been provided.
- Catherine McAuley College will be supportive and practical in assisting Parents/Carers who separate during the term of the student's enrolment at the College.
- Actions associated with the collection of outstanding fees will be confidential on a 'need to know' basis.
- The Board of Mercy Education will be regularly informed of the level of fee debt at the College.

Duty of Care

Catherine McAuley College is a Child Safe School. We owe all students a duty of care to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen. All on and off-site activities require appropriate supervision and greater measures may need to be taken for younger students or students with disabilities to meet this duty of care. The College's risk assessment procedures and emergency management plan provide the processes for ensuring the above is achieved.

Minimum Standards

The College monitors its compliance with the minimum standards in line with Ministerial Order 870 in an ongoing manner.

Legislation:

This Policy is mandated by:

- Catholic Education Commission of Victoria Ltd

Related Policies, Procedures and Forms:

- Procedure 8.01A: Setting School Fees at Mercy Colleges
- Procedure 8.01B: Setting of School Fees at Mercy Colleges
- Mercy Policy 8.02A: Collection of Outstanding Fees at Mercy Colleges
- Mercy Education Debtor Legal Action Request Form
- SSEB Fee Policy Guidelines
- Enrolment Policy
- School Fee Policy
- School Fee Collection Procedure
- Catholic Education Sandhurst Limited – [Enrolment Framework](#)
- Catholic Education Sandhurst Limited – [Enrolment Delegations Manual](#)

Date Last Reviewed:	June 2021
Policies folder	Enrolment and Admin/School Fee Collection Policy
Staff Handbook Section	Administration/Communication