



St Michael's College

Fee Collection and Payment Policy

PURPOSE

Fees and Levies collected at St Michael's College are used for the following purposes which are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions and camps
- Support the College building program
- Maintain buildings, grounds and other facilities

The St Michael's College Family and Community Engagement Group (FACE) also collects a levy through the College fee structure. This levy supports the College in many building, resource and development projects, as well as supporting students and families in cultural and sporting development.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Fees Administrator for further information concerning the concession application process. Reference to the College Fee Concession Policy will bring additional clarity and information to this process.

EXPECTATIONS

- School fees and levies are charged on a term basis during the beginning of each term in accordance with the College Schedule of Fees and Levies (available on our website)
- Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The Due date will be noted on the statement.
- Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

A. Extension of time

If an extension is required, please contact the school finance office prior to the due date

B. Payment Plans

Payment of the school fees and levies account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Fees Administrator.

C. Fee Concessions – In case of financial hardship an application may be made for a fee concession

- I. Concession Applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
- II. A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Michael's College is used when reviewing applications. The eligibility is available on the basis of a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education. The same approach is adopted by all Brisbane Catholic Education Colleges for assessing concessions.

- III. Concession application forms are available at the College Finance Office.
- IV. All matters are dealt with on a confidential basis and in such a way that the dignity of each applicant is maintained.

RECOVERY OF UNPAID FEES

In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue school fee accounts.

- A reminder statement will be issued within 7 days to any family who has not settled their school fee account by the due date, where a payment plan or other arrangements are not in place.
- If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via SMS.
- If payment or a suitable response is not received within 7 days of the SMS, contact with the parent will be made via telephone.
- Any outstanding fees, without an agreed arrangement and after the third contact attempt may be referred to the Fees Administrator for further action. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

AGREED PAYMENT PLANS

As mentioned in point B) above, our College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All agreed payments plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Fees Administrator. To establish an agreed payment plan, authority forms are available from the College.

WITHDRAWAL OF ENROLMENT

- A Term's Notice is requested to be given to the College, in writing. Fees will be payable for the whole term during which the enrolment is terminated if the notice period is not provided. For a reduction in Fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.
- The College Leavers Checklist must be submitted to enrolment@stmichaels.qld.edu.au to finalise any enrolment. All college property such as library books, laptops and accessories must also be returned to finalise enrolment. The full replacement cost of damaged or unreturned items will be charged to the family.
- Exited families must settle any outstanding fees within two (2) weeks of exiting the college unless a payment plan has been negotiated and approved by the Fee Administrator. Any family failing to settle the account or negotiate a payment plan will be referred to the Fee Administrator or debt collection agency for recovery action.
- Where appropriate, if a fee account is in credit upon withdrawal of the student and the above conditions have been met, the fees in credit will be refunded

EXTENDED LEAVE/HOLDING AN ENROLMENT PLACE

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal’s discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous occurrences, and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection process, please contact the College.

Documentation Information	
Audience	St Michael's Community (Staff/Students/Parents)
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Policy Manager	St Michael's College CLT

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