



Genazzano FCJ College

Fees Policy

RATIONALE

This Policy has been prepared to detail the position that Genazzano FCJ College holds in respect to the setting, collection, remission and administration of all fees and charges.

The College Council on the recommendation of the Finance & Risk Committee approves tuition fees in October for the succeeding year. The fees are combined with the State and Commonwealth Grants and other income to form Genazzano's budgeted income.

Tuition fees are set so that budgeted receipts may be expected to be appropriately greater than budgeted expenditures in the year ahead.

Expenditures include teaching, support, administration and maintenance salaries, interest, approved recurrent and capital expenditure and the future liabilities arising from operations in the forthcoming year (superannuation, long service leave, debt servicing).

POLICY STATEMENT

The College will adhere to a fee procedure that is consistent, consultative and fair, with the intention of balancing economic, Christian and social principles, whilst according to the vision and ethics of the FCJ tradition.

The objectives of this policy are:

1. To ensure consistent procedures are implemented on an annual basis, for the College to adhere to in terms of setting and collecting fees.
2. To provide guidelines to the College for the administration of the Tuition Fee process.
3. To guide the College in the remittance of Tuition Fees to families in certain financial circumstances.
4. To ensure the College adheres to the Fee Guidelines set down by the Catholic Education Office (CEO).

ENABLING STRUCTURES

The issuing of collection of fees is administered by the Business Manager on behalf of the Principal. The Tuition Fee program is charged by an instalment in advance process with three instalments charged due in October, February and June (the October instalment is charged in the year prior to entry or next year level). Attached to this policy is the guidelines that provide a clear process to be adhered to in terms of administering the setting and collection of all fees.

Upon enrolment of a child, a family commits to the payment of the required fees and levies.

To confirm an enrolment, a family is required to pay a fee that comprises one-sixth of the annual fee at the respective year level cost (charged at current rates), plus a Capital Levy fee and Alumnae Life Membership fee.

If a student is withdrawn prior to entry, only the Capital Levy and Alumnae Life Membership fee is refunded. The Principal has discretion to refund additional monies should exceptional circumstances exist (ie. overseas employment, severe financial stress).

The Tuition Fee structure is set for each student as follows:

- Annual Tuition Fee *
- Technology Support Levy
- Music Lessons (and instrument hire)
- Co-Curricular Fees (Tennis, Netball, etc.)
- Subject and Year Level Activities (VET, Dancing, Biology, Driver Ed)
- Boarding Fees
- Overseas Tours

(* Note that the annual fee is set at full-time rates each year. The ELC fees are charged according to the number of days the child attends. A part-time Prep to Year 12 student is subject to the part-time student provision of this policy).

The Fees charged to families may be amended to reflect enrolment deferral, early departures and/or absences.

Such changes will be made as follows:

a. Absence or Withdrawal of Student During the Year

Parents whose daughters are to be absent for more than five weeks during a term are required to have given at least one term's notice in writing to the Principal. In such cases only one half of the normal tuition fee is payable for the time away. The same notice is required in respect of students withdrawing from Genazzano during a school year; otherwise payment of tuition fees for one term is due in lieu of notice.

b. Absence through Illness

If a student is absent through illness there will be no reduction in fees. Every effort will be made to remain in close contact with the family and arrange home study for the student where possible.

c. Long Term Absence / Holding Deposit

For students who will be absent for a semester or more with an expected year of return, a place will be held over for a holding deposit equivalent to one term of annual tuition fees for the year level to which the student returns (charged at current rates with an adjustment charge to apply upon re-entry). The deposit will be credited against tuition fees due on commencement (re-entry). The holding deposit is refundable should the student not return to the College and sufficient notice is provided.

d. Approved Part-Time Student

For students who have been approved* by the Principal to complete their year level studies over the course of 2 years, the annual tuition fee will be charged at the applicable pro-rata rate (ie. completing 3 subjects out of a full-time total of 5 subjects equates to 60% fees). An additional levy (5% of total tuition fees) will be charged to the family for both years to recognise that a part-time student receives additional support from the College for academic, pastoral and administrative services. The fees will be levied in accordance with the instalment in advance program.

(* denotes that the family must apply to the Principal or the Principal's nominee to undertake studies in a part-time capacity and provide appropriate reasons for the application (eg. special needs, elite sportsperson or artist).

The following actions may be considered by the Principal when considering applications from families in such instances:

a. Co-Curricular Activities

For students to be considered eligible to participate in Co-Curricular, Special or Interstate/Overseas Tours that have additional costs to be charged, the family must be up-to-date with their current fee payment obligations.

b. Deferment of Enrolment (Holding Deposit)

An offer of a position of enrolment at a particular year level of entry may be accepted and deferred to a later year of entry subject to payment of a deferment fee or holding deposit. The amount is paid to secure the offered position of enrolment at the College until the student commences at the College. The date on which the deferment is made becomes the new application date. This also applies to students who are currently enrolled and depart the College and request that their place be held for possible return. The deposit is credited towards the next instalment to be charged upon entry/re-entry. Where sufficient withdrawal notice is provided, the deposit will be refunded.

REPORTING AND REVIEW

Through the Principal, the Business Manager is primarily responsible for the administration of the Tuition Fees Program. The College Council Finance & Risk Committee is chartered with the role to make recommendations to Council on financial policy matters and will review this policy every three years.

The Fees are set annually in conjunction with the Budget Process and are subject to the annual Audit Process.

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GENAZZANO FCJ COLLEGE

ANNUAL TUITION FEES – PROCEDURAL GUIDELINES

Upon the setting of the annual fee schedule for the School Year, the Business Manager administers the collection of fees on behalf of the Principal in accordance with the following guidelines.

1. ACCOUNTS

The Business Manager prepares and submits accounts to families three times each year for all enrolled students being due in October, February and June. For students in their final year, parents will receive two accounts, in February and June, due to the billing cycle being four months in advance.

Students admitted to the College during a year will be charged tuition fees on a pro-rata basis.

2. CAPITAL DEVELOPMENT LOAN

Families with daughters entering Genazzano before 2009 were required to lodge a non-interest bearing Capital Development Loan to be held by the College while their daughters attend the school. In the final year of the loan parents are invited to pay the loan, after it becomes due, to the Genazzano School Building Fund or the Genazzano School Library Fund as a tax-deductible donation. The loan is payable on a family basis and is repayable in February following the year in which the last daughter leaves Genazzano provided there are no fees or charges owing to the College at this time.

3. CAPITAL LEVY

For students of new families entering Genazzano from 2009 a Capital Levy has been introduced in place of the Capital Development Loan. The Capital Levy is to be paid for each new student upon acceptance of enrolment. The Capital Levy assists the College in servicing loans that it takes out for funding of capital programs.

4. METHODS OF PAYMENT

- BPAY from cheque, savings or credit card account (Visa, MasterCard or AMEX) via internet banking
- Credit Card
- Cheque – payable to Genazzano FCJ College
- EFTPOS
- Direct deposit into the School Bank Account
- Cash – payable at Student Reception

5. FEES IN ADVANCE

Payment in advance of a calendar year's tuition (second, third and first instalment in a calendar year) will attract a 5% discount if paid in full by the second instalment due date. Payment of 2 years or more in advance (minimum 6 instalments) will attract a discount if paid by 31 August. This discount is based on fees being charged at the relevant year level's current rates.

6. PAYMENT RESCHEDULING

The College Council may waive the late payment administration fee and to reschedule the payment of fees and levies within the academic year if financial hardship has been demonstrated.

The matter should be discussed in confidence with the Principal or Business Manager as soon as possible. A written application should be in the hands of the Principal or Business Manager before the end of the first week in which payment is due. The application should provide sufficient detail for a mutually satisfactory arrangement to be made within College policy.

The College will not permit students, for whom fees are outstanding, to go on overseas or interstate exchange tours, to receive private music tuition at school or to participate in any

optional co-curricular activity organised through the school which requires payment of charges.

7. LATE PAYMENT ADMINISTRATION FEE

Fees are due for payment in the first week of February, June and October. In the event that fees have not been received by the due date, an administration fee (as determined by the Finance & Risk Committee on an annual basis) will be charged in the week after payment is due and for each subsequent month the fees are outstanding. A reminder notice will be dispatched on each occasion advising of the charge.

8. DEFAULT IN PAYMENT

The College will discharge its responsibility to all families by taking prompt action to recover unpaid accounts and where appropriate to authorise legal action to recover those unpaid accounts and the costs incurred.

The College reserves the right to withhold repayment of the interest-free Capital Development Loan if fees remain outstanding when payment is due. All or part of the loan may be used to reduce or eliminate fees and associated costs still owing to the College.

In extreme circumstances, as determined by the Principal, permission for a student to commence a new term may be withheld until all monies are paid. Prepayment of a whole year's fees may be required.

The College will engage legal action to recover outstanding fees where every attempt to collect the outstanding amounts by the College has been unsuccessful and it is the opinion of the Principal and Business Manager it is appropriate to take such action.

Once the account has been forwarded to our legal representative, unless otherwise agreed, the College will no longer handle the debt and all communication will be made through the legal representative on behalf of the College.

Any costs incurred as a result of handling the account onto our legal representative will be passed onto the respective family (debtor).

Periodical payment plans can be made by families where financial assistance is required. Such plans will be approved by the Business Manager as long as they maintain the fee in advance principle. In some cases of extreme financial situations, payment plans may be agreed upon by the Principal or Business Manager that vary from the policy.

9. VOLUNTARY BUILDING FUND CONTRIBUTION

Included on each instalment account is a section for a voluntary tax deductible contribution to the Genazzano Building Fund. Receipts to be issued by the Development Office in a timely manner. The amount is determined on an annual basis with the Fundraising & Communications Committee to liaise with the Finance & Risk Committee to form a recommended amount each year.

10. ENROLMENT

Genazzano's enrolment procedures include an agreement on payment of fees, signed by the parents or guardians. To confirm the enrolment of new students a deposit is payable in two instalments. The deposit is equivalent to one-third of the current tuition fee for the year level into which the student is accepted. The first instalment is payable upon formal offer of enrolment and is equal to one half of the deposit plus a subscription to the Genazzano Alumnae. The second instalment is due in the first week of October in the year preceding enrolment.

11. DEFERMENT OF ENROLMENT

The fee will be determined and applied as follows:

It will be an amount equal to one half of a billing statement (that is one sixth of the annual tuition fee) for the year level in which the offered position is not taken up.

For example, if a place is offered in Prep and the family wishes to accept a position at the College but nominates a later preferred year level of entry, then the enrolment will be confirmed as deferred enrolment conditional upon the payment of a deferment fee. At this

time, and if there is subsequent deferment an account will be sent each time to the family pursuant to the acceptance of offer with deferment. This fee will be designated as a Deferment Charge.

12. SCHOLARSHIP / BURSARY ACADEMIC AND MUSIC

The College provides Scholarships on an annual basis. In addition, Bursaries for financial hardship may also be offered. Such fee remissions accord with the Scholarship and Bursary Policy.

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