



## MOUNT ALVERNIA COLLEGE

### FEE COLLECTION POLICY

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#### GUIDING DOCUMENTS

- Mount Alvernia College *Mission Statement*
- Mount Alvernia College *Fee Policy*
- Gospel Values as lived through the lives of St Francis and St Clare and Elizabeth Hayes

#### DEFINITION

Fees: the compulsory charges on the school fee account including costs associated with tuition, subject levies, excursions, and other school-related activities.

#### PRINCIPLES

- The College Board, upon the recommendation of the Finance Committee, will determine the amount of fees, method of billing fees, and options for payment of fees.
- The College is dependent both on government funding and fees charged to parents/caregivers for the provision of education.
- Parents/caregivers are expected to pay all fees and charges as advised by the College Board.
- Parents/caregivers are advised as early as possible of future increases in fees.
- Acceptance of students' participation in voluntary extracurricular activities organised by the College which involve additional cost is subject to the agreed College fees having been paid.
- Parents/caregivers will not be permitted to enrol their daughters in voluntary co-curricular activities organised by the College and which involve additional costs unless fee commitments have been met.
- In fairness to all, it is the expectation that all fees are paid in full and within the required time frame.
- All parents/caregivers who have unpaid school fees can expect their account will be referred to the debt collector.

## **IMPLEMENTATION GUIDELINES**

The Fee is an annual fee and is charged at the beginning of the school year.

Additional costs such as Formals and Graduation costs are charged in full at the commencement of the school year. Some additional sundry levies may be charged to the account during the school year.

Fees may be paid in full upon receipt of the tuition fee account. Otherwise tuition fees are to be paid via a Direct Debit System, either fortnightly or monthly.

## **FEE COLLECTION AND PROCEDURE FOR DEBT COLLECTION**

1. Fees are posted out within one week of the commencement of the school year.
2. Fees are due within 21 days after dispatch of the Fees account. If families choose to avail themselves of the direct debit method of payment, their form must be completed and returned to the College within two weeks of receiving the Fees account.
3. Families electing to pay by periodic payment must ensure their account is paid in full by the end of November each year.
4. If the College has not received the full annual Fees or a completed Direct Debit request within the required time, the Accounts Receivable Clerk will contact the parents to ascertain a resolution to the situation.
5. A Statement of Fees is posted out one month after the initial fee account and then each term. This statement will outline payments made and any additional costs.
6. If Fees or periodic payments are not received as per the agreement, and no other contact has been received, the family will be required to attend an interview with the Business Manager to ascertain a resolution to the situation. The interview will be arranged after ten days has elapsed from the default of payment.
7. Should the family fail to attend the interview and not make other attempts to contact the College, notice will be given in a letter signed by the Principal that recovery or legal action may be taken to recover the outstanding fees. The student may not be re-enrolled in the next term if the family continues to ignore its financial obligation.

***Revised December 2017***