



Mount Alvernia College

Fee Collection Policy

Guiding Documents

- Mount Alvernia College Missions Statement
- Mount Alvernia College Fee Policy
- Gospel Values as lived through the lives of Saint Francis, Saint 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/care- givers 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 after the due date and unless on a payment plan, 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 and sports fees may be charged to the account during the school year. Fees may be paid in full upon receipt of the tuition fee account. Otherwise Mount Alvernia College has partnered with FACTS Management Australia to offer a flexible way to manage tuition and other payments. Mount Alvernia College still remains in control of all decision-making and if necessary, will continue to work with families should special circumstances arise during the school year.



Fee Collection and Procedure for Debt Collection

1. Fees are issued within one week of the commencement of the school year.
2. Mount Alvernia College has partnered with FACTS, an external provider, to manage our school fees payment program. Through FACTS, the College offers two payment methods:
 - a. Direct Debit – Bank Account or Credit Card. Payment plan from February to November each year – weekly, fortnightly, monthly or term payments. All accounts must be paid by November each year.
 - b. Payment in Full
3. Each family will receive an invite from FACTS via email with information necessary to enrol into the payment program. For more information about the FACTS system visit their website at www.FACTSmgt.com.au.
4. The College requests all families sign up and pay school fees via the FACTS direct debit payment system. Splitting payments over the school year offers greater efficiency for the College while providing convenience to families.
5. Families must ensure their account is paid in full by the 30th of November each year.
6. If the College has not received the full annual Fees or enrolled in the FACTS program, the Finance Officer – Accounts Receivable will contact the parents to ascertain a resolution to the situation.
7. In circumstances where school fees cannot be settled in full by the end of the year, the Fees Officer must be contacted so that mutually beneficial financial arrangements, such as an extended time period, can be made to pay the account
8. If Fees 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.

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 debt 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 their financial obligation.

Where a family is experiencing financial hardship, a concession of school fees may be available for eligible applicants. Further details as to the application process and documents to be submitted to support the application, can be obtained by contacting the Finance Officer – Accounts Receivable at the College.

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