



Education Fee Policy and Collection Procedure

This policy and procedure document is in line with the Diocese of Sale Catholic Education Ltd. policy guidelines.

The Education Fee (the Fee) is reviewed annually. The Fee for the following year will be communicated to families in the October of the year prior to the new Fee becoming effective.

An Application Fee is payable with lodgement of the Enrolment Application. This fee covers the administrative cost of enrolment and is **non-refundable or transferable**.

On accepting the letter of offer an Enrolment Acceptance Deposit is payable to secure your child/ren's place for the upcoming school year. This amount is then credited to your first fee account. If your child/ren do not commence with the College this is **non-refundable or transferable**.

St. Peter's College has a policy of not denying a child a Catholic education. However, bearing this in mind, it is still essential that a firm, fair, collection policy is in place to allow monies owing to be collected in a timely manner.

Payment Option:

1. The Education fees for each academic year will be invoiced at the beginning of the school year. (February).

Payment can be made by:

Direct Debit from Bank Account	Direct Debit from Credit / Debit Card (MasterCard, Visa or AMEX)
BPay	EFTPOS
Cash (Payable at office by Parent/Guardian Only)	Cheque
Centrepay	Direct Deposit into St. Peter's College Bank Account

Fee payers are jointly and severally liable for the payment of fees. Fees will only be split or assigned wholly to one party upon written advice from both parties concerned.

Fee statements will be issued at the end of each school term.

Fees are due and payable by end of February each year.

Families who are unable to pay their fees by the end of February must enter into a payment arrangement to pay off their fees on a weekly, fortnightly or monthly basis, ensuring they are paid in full by the end of November. Families who pay their fees by instalments are required to use the Direct Debit system. The payment plan arrangement will be ongoing until the family exits the College and the fee account is paid in full.

If a direct debit is in place, the fees should be up to date on a pro rata basis at any point in time.

2. Special Payment Arrangements

Special payment arrangements will be entered into for those families, who can demonstrate genuine financial hardship to the College Finance Office, and may be eligible for a fee remission, as determined by the College.

All families must make a regular ongoing contribution to their fee account.

3. Fee Collection Follow Up

The Finance Office is responsible for fee collection follow up.

1. Fees invoiced in February each year, are due by the end of February. Alternately, a direct debit must be in place to ensure the debt is paid by the end of November each year.

Fee Payment in Arrears

The procedure will be as follows: (Some or all of the following)

2. **7 days** from due date or after the scheduled direct debit date- phone call, SMS or email.
3. **14 days** from due date or scheduled direct debit date – Overdue letter/statement sent.
4. **21 days** from due date or scheduled direct debit date - Final Notice letter/statement sent
5. **28 days** from due date or scheduled direct debit date - Send to External Collection Agency. **Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.**

Direct Debit Dishonour:

The procedure will be as follows:

1. Upon notification from the bank, the direct debit amount will be reversed and the fee payer account adjusted to show the dishonour.
2. A phone call will be made to the fee payer to advise of the dishonour and to seek payment.
3. If unable to contact the fee payer, a follow up dishonour letter/statement, SMS or email is sent requesting payment and to contact the Finance Office.
4. Should the fee payer continue to dishonour payments the account will be sent to our External Collection Agency. **Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.**

External Collection Agency procedure:

Once the account has been sent to our External Collection Agency, the College will no longer handle the debt and all communication will be made through the Collection Agency. Any costs incurred as a result of handing the account on to our collection agent will be passed onto the respective fee payer.

The College reserves the right to take Legal Action to collect fees owing to the College.

Exit Policy

An Exit notice **must** be filled in prior to a student exiting the College.

- If, at the time of exit, all College property/resources have not been returned in a good and reasonable condition, the College will charge for the replacement.
- If a student exits during Term 1, 2 or 3 the yearly Education Fee will be pro-rated to the end of the respective Term.
- If a student exits during Term 4, the full yearly Education Fee is due and payable.
- If any concession has been applied to the account, this will be pro-rated in line with the Education Fee adjustment
- Families with students not returning to the College in the next school year (excluding Year 12) must advise the College Registrar no later than 1st December each year. Failure to do so will result in a charge of 25% of the next years Education Fee to your Fee Account.
- If the account is left with an outstanding balance, the fee payer is required to pay this within 14 days of receiving the adjusted account. If the account is in credit, this amount will be refunded to the fee payer by Cheque or bank transfer.

Revised 30/09/2021