



# SCHOOL FEES

## Policy

### Rationale

Catholic schools offer a particular type of education. Our Lady of Sion College is a Catholic College where young women inherit the tradition of the Church and the Sisters of Our Lady of Sion.

The financial viability of the College is dependent on school fees, levies and charges being paid by parents/guardians who choose to enrol their daughter(s) at the College. The Catholic Education Commission of Victoria distributes Federal and State Governments grants on the basis of need, via the socio-economic status (SES) level of funding. This funding covers approximately two-thirds of the annual recurrent operations expenditure, therefore leaving approximately one-third of the recurrent costs to be funded by fees and levies raised by parents/guardians. The College receives no annual government funding for capital works and therefore an annual capital fee is set for each family.

### Principles

- Catholic schools should be accessible to all Catholic families.
- The College ensures that the fee level takes into account the Socio-economic status (SES) level of the school community and other relevant factors such as the cost of living.
- Fees are based upon the College Board approval of the financial budget for the coming year.
- The College to provide advance notice to parents/guardians of the amount of annual school fees/levies for the coming year.
- The College tuition, composite and capital fees will cover the compulsory curriculum program for students.
- A number of extra-curricular activities are offered at the College at an extra cost. These activities will be non-compulsory and accessible to students whose parents are able to fund them separately to the College fees.

### Implementation

- An application form for enrolment of a student must be completed by the parent/guardian of the student and lodged with the College together with the nominated 'Application fee'.
- The amount of the 'Application fee' is determined by the College Board and reviewed as required. It covers the administration costs and is non-refundable.
- A confirmation of enrolment deposit is required upon acceptance of an offer of a student place at the College. The amount of the "Enrolment deposit" is determined by the College Board and reviewed as required. The enrolment deposit is non-refundable in the event of cancellation.
- The College requires parents/guardians to acknowledge and sign the 'Statement of Mutual Expectations' upon enrolment. This clearly outlines the College's expectations in regards to the parents/guardians obligation to pay College fees.
- The tuition fee is set on a per student basis.
- A family discount applies to the tuition fee element where there are two or more students in a family at the College.
- A composite fee is charged on a per student basis. The amount of the composite fee varies depending on the curriculum needs at each year level. This fee is designed to cover the costs of delivering the complete curriculum program at the specific year level. It covers excursions, camps, teaching materials, photocopying of classroom handouts, assessment items, computer resources, technology, library resources, careers programs, audio visual material, the College yearbook, etc.
- An annual capital levy charge is raised on a per family basis to fund the provision of College facilities, build new and upgrade old buildings, classrooms, outdoor areas and equipment.



## OUR LADY OF SION COLLEGE

- A working bee levy per family is reimbursed following attendance at one of the scheduled working bees.
- The College generates annual billing at the start of the school year and offers parents/guardians a number of ways to pay the fees account. Parents/guardians are asked to nominate a payment method via a form sent to them at the end of the preceding year.
- The College will provide all reasonable measures to assist parents/guardians in the process of seeking to reach an acceptable arrangement for payment of accounts.
- Parents/guardians who are not able to meet the College accounts as they fall due are required to discuss this matter with the Business Manager or the Principal at the College.
- The College has clear procedures for fee payment and the collection of unpaid fees that are consistent with the guidelines published by the Catholic Education Commission of Victoria.
- In situations where parents/guardians fail to respond to all efforts by the school to discuss the outstanding fee balance, the business office will refer the account to a collection agency.
- Any intention of withdrawing the enrolment of a student at the College must be relayed by the parents/guardians to the Principal in writing. A minimum of one full school terms notice is required and will be billed. A terms fee in lieu will be charged if the required notice is not given.
- Participation in extra-curricular activities which incur an additional cost will be dependent on up-to-date payment of full College fees.
- In general students from families availing themselves of fee relief will not have access to extra-curricular activities that incur extra costs.

**Review Date: 2017**

**Ratification by the College Council on: November 2013**