



1. Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. Purpose

The purpose of this Policy is to provide a transparent reference point for the payment of College fees. This policy is to be read in conjunction with the College Enrolment Policy.

3. Guiding Principles

In line with the mission of the Mary Aikenhead Ministries:

- the College is committed to ensuring the College Fees are fair and equitable so as to ensure parents and caregivers incur the minimum liability while ensuring the financial viability of the College;
- The College is dependent both on government funding and fees charged to parents/caregivers for the provision of education;
- the financial circumstances of parents or caregivers will not be the sole criterion for a student commencing or continuing at the College; and
- every effort will be made to ensure the confidentiality and the dignity of the family in all matters pertaining to the collection of College Fees.

4. Policy Statement

- College Fees refer to all compulsory fees, charges and levies. Annual fee statements will be issued in January of each year and will be published to the Parent Lounge (for viewing and payment). Payment is to be made upfront by the due date on the Annual fee statement or via a Payment Schedule setup on the Parent Lounge. Parents or Caregivers who are unable to pay by the due date or at any time throughout the year are to contact the Director of Finance promptly to make suitable arrangements.
- An Edstart Payment Plan is accepted as a suitable payment arrangement for the Annual fees statement issued in January.
- The College Fees will be set by the College Board on the recommendation of the College Finance Committee following consideration of budgetary estimates. The College Board reserves the right to revise fees and this fee policy at any time.
- The Application Fee is the non-refundable administrative fee payable at the time of submitting an Enrolment Form.

- Once the Enrolment Form has undergone the enrolment application process an offer may be forwarded to the parents or carers of the student. To accept the offer of enrolment, the parents or carers/caregivers must sign and return the Enrolment Acceptance Contract with the non-refundable Confirmation Fee to the College. The Confirmation Fee is the non-refundable fee payable on acceptance of enrolment.
- The Commitment Fee is an advance fee payable prior to Orientation Day in the year prior to entry. This fee will be credited to the first term's College fee. If, for any reason, the student does not commence at the College, this fee is forfeited to the College.
- The individuals who are party to an Enrolment Acceptance Contract with the College accepting financial responsibility are jointly and severally liable for payment of the College Fees and any other costs associated with the student's enrolment at the College.
- To withdraw a student, one term's written notice must be received by the Principal before the first day of that term. If insufficient notice is provided, one term's tuition fees will be charged in lieu of notice. The Principal may, at their discretion, waive or reduce the fee in compassionate or exceptional circumstances. Written notice must be given at the end of Term 3 if a student is not returning to the College in the next school year.
- The College reserves the right to not permit parents or carers to enrol their student(s) in discretionary school activities that involve a cost unless the College Fees have been paid or a Payment Schedule is in place and all payments, to the current date, have been approved. Discretionary activities include exchange programs, co-curricular sport, camps and music, dance and drama lessons or group activities. Monies paid for these activities will be redirected to tuition accounts in this situation.
- In circumstances of financial hardship, it is important that the College (via the Director of Finance) is advised immediately so that compassionate considerations may occur. An Application for Fee Concession may be completed as per the College's Financial Assistance Policy.
- In fairness to those parents or carers who pay College Fees on time it is unreasonable for families to ignore fee accounts or fail to contact the College promptly. The College will follow up all overdue College Fee accounts. On each occasion the College has cause to issue a notice concerning outstanding fees, an administrative charge of \$50 may be applied.
- If the College cannot resolve any outstanding fees, debt collection and recovery action will be taken. As part of this process the College reserves the right to recover all legal and court costs as may be ordered by the appropriate court. The College will attempt to contact the parent/guardian prior to taking this action to provide the parent/guardian an opportunity to pay outstanding amounts.
- The College reserves the absolute right, when necessary, to withdraw enrolment or re-enrolment from a student, including when:
 - College Fees are outstanding from a previous period;
 - agreed commitments for the payment of College Fees have consistently not been met;
 - there is ongoing discourtesy in relation to the payment of College fees and refusal to develop a sustainable payment plan; and/or
 - contact with the Director of Finance at the College is not occurring.

5. Document management and control

This policy will be reviewed every three years or as otherwise required by law.

Version	Approval date	Approved by	Effective date	Policy Owner	Policy Contact
1.0	14 June 2016	Board	14 June 2016	Principal	Business Manager
2.0	29 July 2019	Board	29 July 2019	Principal	Business Manager
3.0	31 December 2023	Board	01 January 2024	Principal	Business Manager
4.0	28 October 2025	Board	29 October 2025	Principal	Business Manager