



1. Preamble

Mt St Michael's 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 Mt St Michael's College is a Christ-centred community established to educate, in partnership with parents, 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. Definitions

In this policy, the following terms are defined as:

College Fees refers to all compulsory charges, including tuition fees, subject levies and other levies and charges.

Application Fee is the non-refundable administrative fee payable upon the submission of the online Enrolment Form. The amount of the fee will be reviewed by the Board periodically.

Confirmation Fee is the non-refundable fee payable upon acceptance of enrolment. The amount of the fee will be reviewed by the Board periodically.

Commitment Fee is a fee for Year 7 students payable in the year prior to commencement at Mt St Michael's College.

4. Principles

In line with the mission of the Mary Aikenhead Ministries:

- 4.1. 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;
- 4.2. the financial circumstances of the parents or caregivers will not be the sole criterion for a student commencing or continuing at the College; and
- 4.3. 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.

5. Process

- 5.1. College Fee statements will normally be issued at the commencement of each Term and will be due and payable by the end of Week 4 of each Term. Parents or guardians who are unable to pay by the due date are to contact the Finance Manager promptly to

arrange a suitable payment plan.

- 5.2. Unless otherwise agreed, both parents or guardians will be jointly responsible for the payment of College Fees.
- 5.3. The College Fees will be set by the College Board on the recommendation of the College Finance and Risk Committee following consideration of budgetary estimates.
- 5.4. One Term's notice is required for withdrawal from the College.
- 5.5. Completion of an online Enrolment Form and payment of the Application Fee is required for all students applying for admission to the College.
- 5.6. Once the Application has been successfully processed an offer will be forwarded to the parents or guardians of the student. To accept the offer of enrolment, the parents or guardians/caregivers must sign and return the offer document with the Confirmation Fee to the College.
- 5.7. The Commitment Fee is a fee for Year 7 students required to be paid prior to Orientation Day in the year prior to commencement at Mt St Michael's College. This fee will be offset against Term 1 fees of Year 7. If, for any reason, the student does not commence at the College, this fee is non-refundable.
- 5.8. Parents or guardians will not be permitted to enrol their student(s) in discretionary (extra curricular) school activities which involve a significant cost unless the College Fees have been paid.
- 5.9. In circumstances of financial hardship, it is important that the College is advised immediately so that compassionate considerations may occur.
- 5.10. In fairness to those parents or guardians 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.
- 5.11. 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.
- 5.12. 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.

6. Document management and control

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

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