Fees and Payments Policy

Version: 3.0	Approved: July 2025

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POLICY

St Rita's College, as an Independent Catholic College, charges fees to recover costs associated with providing educational opportunities to students and to generate sufficient surpluses to fund future developments. Payment of these fees is a condition of enrolment at the College. Fee increases will occur on a regular (usually annual) basis. However, the College undertakes that at a minimum all increases are communicated to families in writing within two weeks of the end of the second Semester.

RATIONALE

This policy covers fee structure, fee payment and the basis for the recovery of outstanding fees. It is the responsibility of the Board to set the Schedule of Fees and to ensure all reasonable steps are taken to enable the collection of College fees. Parents/Guardians make a commitment to pay these fees when they sign the Enrolment Contract prior to their daughter commencing at St Rita's College.

SCOPE

Parents/Guardians of students who attend St Rita's College.

CONDITIONS

1. ST RITA'S COLLEGE FEE STRUCTURE

St Rita's College will set the annual fees each year and this will comprise of:

Enrolment Fees	Enrolment Application Fee, Enrolment Fee, and a Commencement Deposit for Years 5 and 7.
Tuition Fees	Tuition fees support the day to day operational costs of the College that are not covered by Federal and State Government funding. They are applied per student.
Additional Levies:	
Textbook and Resources Levy	An annual textbook and resources levy will be charged per student. These charges cover hire of textbooks, electronic textbooks and photocopying of resources as well as a photocopying allowance for each student. Each student will also have access to their own copy of English novels which will remain the possession of the student. Damaged and non returned textbooks will be charged to fee accounts at cost at the end of the school year.
Technology Levy	Costs covered by this levy include; software and applications, infrastructure upgrades, internet costs and employment of technicians. The College provides a loan device for Year 5 and Year 6 with an additional annual fee added to the Technology Levy.

Alumnae Levy	This levy is charged to every student whilst they are enrolled at St Rita's College. The contribution provides them with life membership to the St Rita's College Alumnae Association upon their graduation.
Year Level Levy	Year Level Camps, Retreats and other charges.
Master Plan Levy	This levy is charged per family. It is a compulsory levy that supports the refurbishment and development of existing College buildings and facilities.
Parents and Friends Levy	The Parents and Friends Levy is charged per family. The St Rita's College Parents and Friends Association assist in building community and collegiality within the College and provide resources that cannot be met in other ways.
Other Levies	Other levies as determined from time to time.
Additional Expenses	Co-Curricular Camps and Charges and other Curriculum Charges.
Voluntary Building and Library Fund Contributions	These voluntary contributions represent an important part of the renewal of the College facilities. Contributions to the building and library funds are tax deductible.
Private Speech and Communication Tuition.	

2. SCHEDULE OF FEES

Each year a Schedule of Fees is prepared in accordance with the objectives in the Strategic Plan. In conjunction with the budget, the schedule is presented to the Board for approval. Once approved it is issued to the parent/guardian prior to the start of the year. The Schedule of Fees contains details of the amount of fees payable in the relevant calendar year, payment options, timing of invoices and payments, discounts available, and cancellation conditions.

3. PAYMENTS POLICY

Fees may be paid annually, or periodically by Semester, Term, monthly, fortnightly or weekly. Parents/Guardians are invoiced annually in January for College fees, which are due and payable within 30 days of the date of the invoice, unless a periodic payment arrangement is in place.

All co-curricular activities: camps and excursions, sport, and music will be invoiced separately each Term and are added to the parent/guardian FACTS account. Where a periodic payment schedule is in place, the repayments will be amended to split the charge over the remaining payments for the year, otherwise payment is due per the date on invoice.

a) Methods of Payments

i. FACTS online tuition payments

The College uses FACTS online tuition management as a flexible way to manage tuition and other payments throughout the year. Parents/guardians will be required to set up an account in the FACTS online portal. Payments can be made annually or periodically(Semester, Term, monthly, fortnightly, weekly) by credit card, debit card or direct debit. Additional payments may be made on the account outside of the repayment schedule by credit or debit card. Credit card payments will incur a credit card surcharge. Parents/Guardians receive notifications from FACTS for upcoming payments.

ii. Alternate Payment Option

The College partners with Edstart to provide families with an alternate option to fund school fees and extend payments over a longer period.

b) Discounts on Tuition Fee for Multiple Enrolments

For parents/guardians who have two or more daughters currently attending the College, a family discount will apply. The discount will be applied to tuition fees only. Discounts available each year will be stated in the Schedule of Fees.

c) Upfront Fee Discount

The College encourages upfront payment of fees by offering a discount on the tuition fee component where the full annual fees are settled upfront. To qualify for the discount, payment must be made in accordance with the date reflected on the due date on the invoice. The discount is applied at the time that full payment is made.

4. REFUNDABLE DEPOSIT

The Commencement Deposit for Years 5 and 7 will be will be refunded on the first year school fees.

5. WITHDRAWAL OF A STUDENT

One Term's notice in writing is required in the event of a student's withdrawal from the College. The notice must be given no later than one (1) week prior to the end of the preceding Term. This correspondence should be addressed to the Principal. In the absence of such notice, one Term's tuition fee in lieu of notice will be charged. This provision is in place to ensure the College is able to provide adequate resources based on the number of enrolments. This provision will not apply if the Principal is advised of the student's withdrawal within 14 days of notification of a prospective fee increase. The calculation of the 14 day period will commence from the date of notice of the fee increase.

6. MID YEAR COMMENCEMENT OF A STUDENT

Students commencing after the start of the school year will be billed Tuition Fees and Levies based on a prorata basis.

7. GST

The College is required to comply with the Goods and Services Tax (GST). GST may be charged to fee accounts for the GST component of taxable activities which occur during the school year.

8. DIFFICULTY WITH PAYMENTS

St Rita's College has an expectation that all fees and charges levied will be paid by parents/guardians as they fall due. However, the College does acknowledge that situations occur that cause financial hardship. Should any unforeseen circumstance occur, it is important that parents/guardians are proactive in advising the College of such an event. The College is prepared to assist with arrangements that enable fees to be collected in a reasonable time. It is recommended that parents/guardians request a meeting with the Director of Business and Finance and/or the Principal to discuss the situation rather than waiting for the College to make contact in an effort to recover unpaid fees. All such discussions will be treated with discretion.

The Principal may consider requests for fee relief taking into account the needs of the family and the College. Typically such applications will involve a meeting with the Director of Business and Finance and the provision of supporting financial documents. The Principal will make the final decision on whether a fee consession is granted. Any fee concessions granted will be for a maximum one academic year (January to December). Concessions for periods beyond one academic year require separate application.

9. DEBT COLLECTION

It is essential for the effective operation of the College, as well as its continued efficient financial management, that fees are paid on time. Parents/guardians of students are jointly and severally liable for payment of tuition fees and any other costs associated with the student's enrolment at the College. Where payment of fees and expenses is not received within the required timeframe and where the College has made repeated attempts to seek payment but no response has been forthcoming, we may engage the services of a debt collection agency. In such instances the College will seek restitution for expenses that are non-recoverable.

10. NON FINANCIAL CONSEQUENCES FOR NON PAYMENT OF FEES

Where parents/guardians have not paid fees owed to the College or agreed to pay those fees on set terms, the College will employ reasonable measures to recover outstanding debts. These could include, but not be limited to, the following:

- Year 12 students may not be able to participate in graduation functions and awarded their "Certificate of Graduation" from the College until all outstanding fees are settled.
- Exclusion of student from participating in co curricular and/or extra curricular activities and excursions.
- Exclusion of student from the College.

ACCOUNTABILITY

Role	*Responsible for*
Board	Oversight and review of this policy. Approval of the Schedule of Fees.
Principal	Preparation of Schedule of Fees and consideration of bursaries and concessions. Meeting with parents/guardians regarding outstanding fees.
Director of Business and Finance	Meeting with parents/guardians regarding outstanding fees.
Accounts Receivable Officer	Issuing invoices and statements and collecting fees.

ASSOCIATED DOCUMENTS

Description	*Document Type*
Enrolment Contract	Contract
Schedule of Fees	Schedule
Enrolment Policy	Policy
FACTS Information Sheets (https://www.stritas.qld.edu.au/enrolments/fees)	Website

GLOSSARY OF TERMS

Term (Listed Alphabetically)	*Definition*
Debt Collection Agency	A business or other entity that specialises in debt collection, i.e. pursues payments of debts owed by individuals or businesses. Most collection agencies operate as agents of creditors and collect debts for a fee or percentage of the total amount owed.
Direct debit arrangement	An arrangement made with a bank that allows a third party to transfer money from a person's account on agreed dates, typically in order to pay bills
FACTS	An online and mobile software solution that enables users to manage their College fees account and complete tasks like making a payment, viewing your payment schedule and updating your account.
Fees	Includes enrolment fees, tuition fees, levies and additional expenses.
Financial hardship	Financial hardship is when a person is willing but unable to meet their contractual debt obligations because of unexpected events or unforeseen changes that impacts cashflow, for example: Changes in employment status (such as losing a job or having hours reduced).
Semester	There are 2 Semesters at St Rita's College. The first is January to June and the second is July to November.
Term	The academic year runs from January to December and is divided into four Terms.

REVIEW AND APPROVAL

Version	Review	Author	Authorisation	Approval Date	Next Review
3.0	Timetabled Review. Update Levies and Withdrawal of Student. Add Section 7 on GST.	Director of Business and Finance	Board	23 July 2025	2028
2.0	Inclusion of FACTS.	Business Manager	Board	20 July 2022	2025
1.0		D Morrow, Principal	Board	18 June 2019	2022
N/A		Business Manager	Board	Up to Jun 2019	2019