

FEE POLICY

Preamble

St Columba's College is a Mary Aikenhead Ministries College 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 Venerable 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.

Context

St Columba's College is committed to providing its students with exemplary educational opportunities that reflect best practice in contemporary teaching and learning. The College is also committed to providing contemporary and well resourced facilities that support and enhance students' learning and wellbeing. To uphold these commitments, the College relies on three main sources of income – Commonwealth Government grants, State Government grants and Annual Tuition Fees.

St Columba's College is required to ensure its long-term educational effectiveness and financial viability in ways that not only reflect the philosophy, mission and goals of Catholic education but those of Mary Aikenhead Education.

It is the responsibility of the St Columba's College Board to establish an appropriate annual tuition fee level that takes into account the socioeconomic status of the families that the College serves, the College's mission statement, the expectations of Mary Aikenhead Education and the School Fees Policy of Catholic Education Melbourne.

This policy outlines the principles that underpin St Columba's College's approach to the setting and collection of fees. It also outlines procedures pertaining to annual tuition fee schedules, family accounts, payment options, fee concessions, and the recovery of unpaid fees.

The policy has particular relevance to the St Columba's College parent community and to prospective parents/legal guardians who are considering enrolment at St Columba's College.

Principles

The Gospel values of hope, justice compassion and love underpin the principles that guide this policy.

- St Columba's College has a responsibility to ensure that all parents/legal guardians carry costs equitably for the education of students at the College.
- The ongoing financial viability of the College, and the provision of high quality teaching and learning experiences, are each and both contingent on parents/legal guardians honouring their financial obligations. By accepting an offer of a place at St Columba's College parents/legal guardians are making a commitment to honour their annual financial obligations.
- Consistent with the commitment of the Catholic Church and Mary Aikenhead Education to reach out in service to the poor and disadvantaged members of communities, the College will provide parents/legal guardians experiencing financial hardship with alternative payment options to assist them to meet their financial obligations.
- Annual Tuition Fee schedules at St Columba's College will be inclusive of costs for all compulsory core subjects and any compulsory excursions and camps; with normally no other additional fees payable.

The exceptions are the additional costs of some subjects offered through Vocational Education and Training (VET); optional tours and excursions that the College administers; and extra curricular activities such as private instrumental tuition, singing, music theory, speech and dance lessons.

- To assist parents/legal guardians to meet their financial obligations the fee collection procedures includes provision for a range of payment options.
- Non-payment of fees will not place a student's ongoing enrolment in jeopardy. The College reserves the right to take legal action to recover outstanding debts if all other negotiations have failed.

Terminology – Fee Structures

A. ENROLMENT FEES

These apply to families enrolling new students at St Columba's College and comprise of 3 items:

- A non-refundable **application fee** (\$90 per student).
- A non-refundable **enrolment fee** (\$300 per student), payable on acceptance of enrolment offer.
- A refundable **family deposit fee** (\$900 per family) payable on acceptance of offer of enrolment. This deposit is paid only once. It is refunded pro-rata in line with the number of years the student has been enrolled at the College, less any outstanding fees, in the March following the departure from the College of the last member of the family who has completed year 12.

B. ANNUAL FEES

Annual Tuition Fee

This fee covers all compulsory core curriculum activities, including camps, excursions and retreats. This fee covers the costs of equipment, consumable materials and resources supplied for all subjects, and it also covers printing costs and internet access up to a set quota.

Building Fund Contribution

All families are invited to contribute \$500 per year to the St Columba's College Building Fund. The contribution supports ongoing improvements and capital works. The contribution is voluntary and is tax deductible. Families are encouraged to donate by 30 June each year (contribution correspondence is forwarded in May each year).

C. ADDITIONAL FEES

Special Subject Fees

These fees apply to Vocational Education and Training (VET) courses, non-compulsory excursions and trips, and other non-compulsory activities and items.

Extra Curricular Fees

These fees apply to private music tuition and private dance tuition, i.e.:

- *Private Music Tuition* – private instrumental, singing, music theory and speech lessons.
- *Private Dance Tuition* – all private dance lessons.

D. DISCOUNTS

Early Payment Discount

An early payment discount of the annual tuition fee (per student) applies if the annual tuition fees are paid in full by a date designated on the *Annual Statement* (usually by the end of February). The early payment discount percentage is reviewed annually and detailed on the Annual Fees Statement.

Family Discounts

Sibling discounts will apply to families with two or more daughters concurrently attending St Columba's College automatically. The sibling discounts are 10% for the 2nd daughter and 15% for all subsequent daughters.

Related Guidelines

St Columba's College - *Fee Implementation Guidelines*

St Columba's College - *Enrolment Policy*

APPROVAL AND REVIEW

Date of Approval:	June 2019
Approval Authority:	College Board
Delegated Contact Person:	Business Manager
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