



ST MICHAEL'S
COLLEGE

...a friendly learning Catholic community

Fee Collection and Payment Policy

The fees and levies collected at St Michael's College are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

The Parents and Friends Association also collect a levy through our fee structure.

Issuing of Accounts

School fees are issued at the commencement of each term, usually in the first week. The statement will show the following:

- Single child fee or family fee – which is the tuition fee, charged to educate your child/children.
- P&F Levy – charged by the P&F Association to provide benefits to the school, usually beautification projects.
- Levies – the costs vary depending on the activities chosen by your child/children.
- Building fund – used to maintain or to provide new buildings and ground enhancements.

Parents are asked to pay the account within 10-30 days from the date of issue. The due date is shown on the account.

Methods of Payment

Payment may be made by cash, (always pay in person and obtain a receipt), cheque or credit/debit card. However BPAY is our preferred option. For your added convenience, EFTPOS and Direct Debit facilities are available and each account will include an authority to pay using either a credit or debit card.

Reminder Notices

An Account Rendered – Reminder Notice is forwarded for accounts that are **unpaid after the due date**. Should accounts continue to remain outstanding, a member of the Finance Team will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay. Our normal procedure is to apportion the payment made against all fees and levies (including the Building Fund Levy) shown on the **original** account.

Payment Difficulties

Sometimes, for very good reasons that are usually out of your control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the college as soon as possible, preferably before the due date. We will then be in a position to offer some assistance, such as, extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship the college will consider granting a fee concession.

Concessions

In cases of financial hardship the college will consider offering a concession on Tuition and Building Fund Fees. Concession Applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including wages, Youth Allowance, all other Centrelink payments, as well as housing costs, eg: rent or mortgage.

Overdue Accounts

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the college as soon as possible. We will then be in a position to assist you.

On rare occasions, people fail to pay their account, do not respond to reminder notices and do not contact the college to make alternate arrangements. In these instances the college is reluctantly forced to consider engaging the services of a professional debt collection agency. Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency the matter effectively passes out of the college's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected. If the collection agency is unsuccessful the Principal of the college may advise of the possibility of exclusion.

Further Information

Should you require further information please feel free to contact the Business Manager during business hours.