



***Brigidine College, Indooroopilly***

***Fees Policy***

<b><i>Approved by</i></b>	Brigidine College Board	<b><i>Board Meeting</i></b>	17 July 2017
<b><i>Formulated</i></b>	2008	<b><i>Adopted</i></b>	30 November 2009
<b><i>Supersedes Policy</i></b>	20 July 2015	<b><i>Reviewed</i></b>	April 2017
<b><i>Implementation Date</i></b>	17 July 2017	<b><i>Next Review Due</i></b>	2019

# ***Fees Policy***

## **Policy**

*Brigidine College welcomes students from all cultures and backgrounds who wish to embrace its values. The College endeavours to determine the fee structure to ensure that all girls have access to a Catholic education and that the College has the resources required to manage and operate effectively.*

## **Rationale**

Brigidine College is an independent Catholic College for Girls Year 7 – 12 administered by the Brigidine College Board on behalf of Kildare Ministries Trustees. The motto Fortiter et Suaviter reflects the College's core values as expressed in the Mission Statement and the College community strives to model these qualities in its relationships. The College community is called to foster an atmosphere characterized by mutual respect for all.

Catholic social teaching and tradition echo the Gospel imperative of a 'preferential option for the poor'. The principle of equity requires all parents/carers of enrolled students to contribute through school fees and levies to the financial support of the College in order to ensure the College's financial viability. These contributions may vary because of different family circumstances. Brigidine College practice is to enrol students of those families who support its ethos including those families who require assistance to participate in Catholic schooling.

The College relies on government funding, school fees and levies to manage its operations. As it wishes to be accessible and therefore affordable for those who seek enrolment, the College is mindful of the realities of family incomes and the circumstances which can impact on the ability of a family to pay fees.

To this end, school fee discounts and assistance are available and the fee structure reflects Brigidine College's commitment to diversity, inclusiveness and social justice.

## **Consequences**

1. Information about this policy will be communicated to all families, and families are welcome to discuss, in confidence, any financial constraints they may be experiencing with the Business Manager and/or the Principal
2. All personal and financial information is subject to, stored and accessed according to the Brigidine College Privacy Policy.
3. The fee structure will be determined annually taking into account the financial costs associated with operating the College, the financial burden on families, the increase in CPI, the level of government funding, the level of the Government Schools Index and any new projects which the College requires to undertake.
4. Fees are determined by the College Board and are reviewed when the College budget is considered each year. A decision to change fees will be made as a budgetary imperative having reviewed all other aspects of income and expenditure.
5. Parents/carers will be notified of any fee change in writing before the end of the school year.

6. The annual level of fees and charges together with other known costs such as camps and excursions will be communicated in writing to parents/carers as early as possible.
7. Parents/carers are required to give one full term's notice in writing to the Principal prior to the withdrawal of a student. If the required notice is not given, a term's fees will be charged in lieu of notice.

Fee collection will be managed in a sensitive, confidential and equitable manner.

8. Parents/carers unable to meet the payment of fees are required to contact the College to arrange an interview with the College Business Manager (or the Principal) to discuss a payment schedule mutually agreeable to the parents/carers and the College.
9. Where the circumstances of families change after commencement, and impact on their ability to pay fees, the College will give consideration to adjusting fees in a caring, confidential manner.
10. In determining the financial capacity of families to pay fees, each situation will be assessed on its own merits, according to Brigidine College's Fee adjustment practice.
11. The College will engage with parents/carers with fees in arrears in respectful and encouraging ways to assist parents to meet their obligations.
12. Unpaid fees will be systematically followed up.
13. The College will pursue outstanding fees in the first month of the term following non-payment of fees and/or where parents/carers have not communicated with the College for fee consideration.
14. Students will not be permitted to participate in Australian or overseas excursions unless fees have been paid.
15. If parents/carers fail to commit to an agreed payment plan after the College has made repeated attempts to engage them in a process to pay the outstanding fees, the College will employ the services of a Debt Collection agency for the recovery of fees.
16. Enrolment into the following year or the future enrolment of siblings may be reconsidered if the non-payment of fees continues without parents/carers seeking discussion with the College Principal.

#### Related Policies

- Privacy Policy