



FEES POLICY

College Statement	<p>Brigidine College Indooroopilly is a Kildare Ministries Independent Catholic Girls Secondary College for students from Year 7 to Year 12. The College is committed to the Brigidine vision of transformation of society through faith and education. It has a proven record of providing quality and affordable education for the empowerment of young women. The College strives, in the spirit of Brigid, to build a true community of students, parents and teachers, reflecting gospel values. The College motto, Fortiter et Suaviter (Strength and Gentleness) is lived daily in all interactions. There is an emphasis on the individual and the common good in all aspects of College life.</p>		
Date Approved	28 November 2022	Policy Owner	Principal
Next Review Due	2025	Author	Business Manager
Scope	<p>This Policy applies to all current and prospective parents/guardians and students of Brigidine College Indooroopilly.</p>		
References	<p>Related Documents Privacy Policy Schedule of Fees Bursary Policy Scholarship Policy</p>		
Contact	office@brigidine.qld.edu.au		

1. Purpose

Brigidine College is a non-selective high school for girls and welcomes students from all cultures and backgrounds who wish to embrace its values. The College aims to ensure that the fee structure enables all girls to have access to a high-quality Catholic education.

Catholic social teaching and tradition echo the Gospel imperative of a 'preferential option for the poor'. The principle of equity requires all parents/guardians 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's practice is to enrol students of those families who support its ethos, including those families who require assistance to participate in Catholic schooling.

2. Funding, Fees and Levies

Current fee levels can be found in the Schedule of Fees document as amended annually. The College relies on government funding, school fees and levies to support its operations. As the College wishes to be accessible and 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.

1. Annual Fee Review

The fee structure is determined annually by the College Board as part of the annual College budgetary process. The fee setting process takes into account all sources of income and funding and the expenditure required to deliver a high-quality education to students. In addition, the College will consider the financial burden on families, the increase in CPI, the level of the Government Schools Index and any new projects that the College will undertake in the short, medium and longer term. These projects align with the College's Strategic Plan.

2. Fee Payment Responsibility

The parent/s and/or legal guardian/s who have signed the Enrolment Contract with the College are jointly and severally liable for the student's tuition fees and any other costs associated with the student's attendance at the College, unless a Court Order states differently. A copy of any relevant Court Order or other documents stating amendments to financial and/or parental responsibility arrangements must be provided to the College as soon as relevant before or during the student's enrolment.

If a parent/guardian arranges for a third party to pay the fees, it is the responsibility of the parent/guardian to ensure payments occur.

3. Communication

Annual fee levels shall be communicated in writing to parents/guardians before 31 December each year. In addition, any known costs such as camps and excursions will be communicated in writing to parents/guardians as early as possible.

Any changes to this Policy shall be communicated to parents/guardians.

4. Payment of Fees

The College provides different payment options for parents/guardians. Refer to the Schedule of Fees for payment options and additional fees and charges.

5. Overdue Accounts

All accounts will be monitored and pursued by the College. Parents/ Guardians have a responsibility to notify the College if their circumstances change and fee payment become an issue. In such circumstances, communication of the issue/s is paramount.

Parents/guardians who are aware that a payment will be late must contact the Finance Office by email – Fees@brigidine.qld.edu.au or by phone 3002 0617 to advise that payment will be delayed and when payment will be made.

If the circumstances are significant the parent/guardian shall request or will be requested to meet with the College Principal and/or College Business Manager to discuss the issues. In such cases, an extension of time may be granted; or in some circumstances there may be a consideration of amounts owing. Compassion for, and support of, families in special circumstances will always be a priority.

Where accounts are 21 days or more overdue, an administration charge of \$100 will be added to the account.

Continued late payment or failure to pay College accounts without appropriate consultation with the College may:

- result in the matter being referred to an external collection agency; and/or
- consideration of enrolment into the following year; and/or
- enrolment of siblings.

Note that additional fees and charges may be applied to over-due accounts if external parties are engaged by the College.

6. Withdrawal of a Student/Termination of Enrolment

Where a parent/guardian of a student intends to withdraw, or cancel the student's enrolment, the College requires at least one term's notice of the cancellation, in writing before the withdrawal or cancellation date.

If withdrawal is to be effective at the end of the College year, written notice must be given by the end of Term 3.

Where the parent/guardian fails to give at least one term's notice, the College reserves the right to invoice the parent/guardian for one term's fees and/or levies in lieu of notice.

7. Privacy

All personal and financial information is subject to the Brigidine College Privacy Policy.

Revision History

Document Number	Revision Description	Approval
Version 1	Original Policy	November 2009
Version 2	Policy Review	July 2015
Version 3	Policy Review	July 2017
Version 4	Policy Review	28 November 2022

END OF POLICY