



# College Fee & Levy Collection Policy

Emmanuel College aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student. This policy has been endorsed by the College Pastoral Board as meeting the vision and mission of the College.

## **SCHEDULED COLLEGE FEES**

### **Issuing of Accounts**

School fees and levies are charged on a term basis before the commencement of the first week of term in accordance with the College Fees and Charges listing available on our website - <http://www.emmausjimboomba.qld.edu.au> and comprise the following charges:

- Tuition Fee per student – provides the funds to deliver the staffing and administrative requirements associated with educating your child/children
- Building Fund Levy – provides the funds used to pay loans and to maintain the grounds and facilities
- Student & IT Levies – provides the funds to make available the resources used by students during educational activities
- 1:1 Program – funds the supply of iPads to students in Years 4 – 9 and laptops to students in Years 10 - 12
- Parents and Friends Association Levy – used to fund priorities identified by the parent body
- Camps, Recreational Sport, Vocational Education Courses or any other charges applicable to a student activity not covered in the above charges and will be charged in the term of the activity or as payment is required of the school by suppliers.

A due date is listed on the account and parents are required to make payment by the due date unless a payment arrangement has been made with the Finance Department.

A reminder notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.

An overdue fee will be charged to all families who have not settled the school fee account by the due date where a payment plan is not in place. This overdue fee is not refundable.

## **OTHER CHARGES**

### **Uniform Expenses**

Uniform costs must be paid to the Uniform Shop at the time of purchase.

### **Excursions, Incursions, Camps, Immersions, etc.**

Other charges may apply throughout the year for special activities such as year level camps, excursions and immersions. The College endeavours to keep these charges to a minimum. These charges may be shown on your statement however, will not be included in direct debit or BPoint schedules arranged by the Finance Department.

### **Who is Responsible for Payment?**

The parent/s and/or legal guardian/s, who have signed the Confirmation of Enrolment agreement 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. Any changes in family circumstances must be documented in a 'Revision of Financial Obligations' form. Due to BCE Privacy Policy, the College cannot discuss an account with anyone other than the account holder.

## **PAYMENT INFORMATION**

### **Methods of Payment**

- Online via the Parent Portal
- Direct Debit
- BPay
- EFTPOS – Debit and Credit cards at the Office (American Express not accepted)
- Credit Card deductions
- Credit and Debit Card (Visa or Mastercard) via telephone contact with the Office
- Cash at the Office

For regular payments (weekly, fortnightly or monthly) you can pay by credit card or direct debit. Please contact the office before the due date to arrange the correct payment amount.

For payment of term accounts in full, please use the Parent Portal- Payments, BPay, EFTPOS - Direct Deposit (the details are shown on your statement), or visit College Reception to pay in cash or by credit card.

#### **Discount for Full Payment of Annual College Fees**

A 5% discount on the tuition component will be granted to parents who elect to pay the full year's College fees by 31<sup>st</sup> March. Contact with the Finance Department must be made to ensure correct calculation of discount.

#### **Family Discounts on Fees**

Discounts on the tuition component of the charges are available to families with multiple students attending the College. For any discounts to apply, all students must be enrolled with an identical structure of responsible account holders.

#### **Overdue Payments**

For planning purposes, parents are advised annually of the due dates for payment of fees and again with each fee statement. **Accounts that have outstanding balances after the due date are considered to be in arrears and in breach of the Confirmation of Enrolment agreement.** Accounts in arrears will be subject to a late payment fee of \$50 in accordance with College policy. Continued failure to bring the account into order may result in the outsourcing of the collection of overdue accounts to a debt collection service. Additional charges will be incurred once the account has been handed to the debt collection agency for action. This may affect the parent/carer's credit rating.

#### **Fee Payment Extension**

The College may grant an extension of time for payment in exceptional circumstances outside of the parent's and/or legal guardian's control. A request for such an extension of time for payment shall be made by communication, either by telephone or in writing, to the Finance Department **prior** to the due date. Failure to do so will result in a \$50 overdue fee.

#### **Means-Tested Fees Concession**

Parent/s and/or legal guardian/s who, because of low income or financial hardship, consider that they cannot meet full payment of fees, can apply for a Means-Tested Fees Concession. Each application will be dealt with discreetly and in the strictest confidence. Application forms are available from the Finance Department.

#### **New Students Entering the College**

New students entering the College after the commencement of a term will be charged on a pro rata basis for the remaining weeks of a term. The invoice must be paid within 14 days unless a regular payment plan is agreed on.

#### **Students Leaving the College**

Students exiting the College after the commencement of a term will be charged on a pro rata basis for the number of weeks attended during that term.

All resources (iPad/laptop, case, chargers, padlocks and any other library resources) not returned within 5 business days of the student's date of departure will be invoiced to the account holder.

Exited families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Business Manager. Any family failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action.

Should an exited family default on a repayment arrangement, the account will be referred immediately to a debt collection agency for recovery action.

#### **Refunds**

The College does not refund fees under any circumstance where there are students currently enrolled or, upon exiting the College where accounts are in debit. Should an account be in credit and all students have exited the College any credit balances will be refunded as soon as practicable.

### **CONTACT THE FINANCE TEAM**

Further information regarding the issue and payment of school fees can be obtained by contacting the College.

**Business Manager – Anthony Barlow**  
**Accounts Receivable – Kate Charteris**  
**Parent Liaison – Bronwyn Bursle**