

College Fee & Levy Policy

Emmaus 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 College will invest financially in the education of their child/children.

Scheduled College Fees

College fees and levies are charged on an annual basis during Term 1 in accordance with the Annual College Fees listing available on our website/BCE Connect and comprise the following charges:

- **Capital Levy** – Family based charge, provides the funds used to pay loans and to maintain the grounds and facilities of the College.
- **Parents and Friends Levy** – Family based charge, used to fund priorities identified by the parent body.
- **Tuition Fee** – Per student charge, provides the funds to deliver staffing and administrative requirements associated with educating your child/children.
- **Student Resource Levy** – Per student charge, provides the funds for classroom resources, subject costs, student-based subscriptions, curriculum-based excursions and incursions, compulsory camps and Formation Days. The levy also covers IT devices, insurances, maintenance, software licenses and College based technical support.

Other Charges Not Included in Fees

Other activities not related to curriculum may incur additional charges. These can be paid via BCE Connect and parents will be advised in advance of details and costs. These activities include but are not limited to optional extra-curricular activities, representative sport, Vocational Education & Training (VET) Courses.

Fee Payment Process

College fees and levies are charged on an annual basis in February in accordance with approved Annual College Fees. College fee statements will be emailed to account holders in February. Fees are due to be paid within 14 days of the issue date of the College fee statement. The due date will be noted on the statement.

An updated College fee statement will be emailed each quarter as a reminder of outstanding balances.

If full fees cannot be finalised within 14 days of receiving the College fee statement, a payment arrangement needs to be established by the due date. It is expected that 25% of the annual College Fees are to be paid each term and in full by the end of the year. Fees and levies may be paid annually, quarterly, monthly, fortnightly or weekly.

Payment plans can be arranged to clear outstanding balances by the end of the year. These may include:

- Account holders setting up a recurring BPay payment through their bank
- Regular credit card payments arranged by College Finance
- Regular direct debit payments arranged by College Finance

Other methods of payment:

- Paying through the BCE Connect link on the College Website
- EFTPOS, debit card, credit card or cash at College reception. **American Express is not accepted.**

Financial Hardship

For those account holders experiencing genuine short or long-term inability to pay fees, the College is committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager to discuss your circumstances. A variety of options are available but must be approved by the College:

- Extension of Time
- Fee Concessions – see below for details
- Payment Plans

Means-Tested Fees Concession

Parents/Guardians 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 College Finance Office. Applications may be made in the beginning of each year or when financial hardship occurs. Concessions are issued for the calendar year, and families must reapply each year. It is a requirement of all approved concessions that the family enter a Direct Debit/Credit card payment plan with the College.

Who is Responsible for Payment?

The parents/guardians, who have signed the Confirmation of Enrolment agreement with the College, are jointly and severally liable for all College fees and any other costs associated with the student's attendance at the College.

Family Discounts on Fees

Families that pay College tuition fees and levies in full within 14 days of the College Fee Statement issue date will receive a \$200 discount on the family account.

Recovery of Unpaid Fees

In fairness to families who pay their fees regularly and on time, our College will follow up all overdue accounts. Account holders are encouraged to communicate with the College regarding financial difficulties to explore suitable arrangements.

- a. An Annual Statement of Fees and Levies will be issued in February with an account due date of 14 days.
- b. **First Reminder** - if there have been no payments made on the account or a payment plan has not been established and agreed to, a reminder for outstanding fees will be distributed via email after the due date. Account holders have 14 days to respond to this reminder.
- c. **Second Reminder** – a second reminder will be sent via email and/or SMS to account holders if they have not responded by the due date of the first reminder. Account holders have 14 days to respond to this reminder. This will be sent if there has been:
 - No payment made.
 - No payment plan established.
 - No communication with the College Finance Office.
- d. **Final Notice** – a final notice will be issued after the second reminder if the above transactions have not occurred. If fees remain unpaid after the final notice and no communication has been initiated with the College, Emmaus College will follow Brisbane Catholic Education's guidelines on debt collection procedures, and the account holder/s will be referred to our external collection agency.

Legal, debt collection, direct debit rejection fees or any other costs incurred will be at the account holder's expense.

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 the year. The invoice must be paid within 14 days unless a regular payment plan is established.

Students Leaving the College

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

All College resources (IT devices, case, chargers, locker padlocks and any library resources) must be returned prior to exiting the College. Failure to do so will result in replacement costs being charged to the account holder.

Exited families must settle any outstanding fees within 14 days 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.

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 arrears. 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 College fees can be obtained by contacting the Finance Team.

Business Manager – Lee Pope

Assistant Business Manager – Maree Scurr

Accounts Receivable – Lisa Smith

Parent Liaison – Bronwyn Bursle