CARMEL COLLEGE SCHOOL FEE POLICY

Carmel College aims to provide quality education to all students and for this to be achieved, fees and levies need to be charged.

Fees and Levies collected at Carmel College are used for the following purposes which are aligned to the Vision and Mission of the College

- Provide teaching, administrative, classroom support and facilities.
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the College building program
- Maintain buildings, grounds and other facilities

Carmel College charges a "Parent and Community-Special Levy" to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a **yearly** basis mid-February in accordance with the School Fees and Levies Schedule (available on our website).

2. Fees are due to be paid within 21 days of the issue of the Statement of Fees and Levies unless an agreed payment plan is set up. The due date will be noted on the statement.

3. Payment Plans
   All payment plans should include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to the payment plan must be negotiated with the Business Manager. To establish a payment plan, the link to the FACTS portal is on the College Website.

4. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

   a. Extension of time
      If an extension is required, please contact the school finance office prior to the payment due date.

   b. Fee Concessions
      In cases of financial hardship an application may be made for a fee concession.

      (i) Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

      (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Carmel College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility.

      (iii) Concession application forms are available from the school finance office.

      (iv) All matters are dealt with on a confidential basis.

5. Recovery of unpaid fees

    a. In fairness to families who pay their school fees regularly and on time, our college will follow up all overdue school fee accounts.

    b. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.

    c. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.

    d. If after 2 weeks from this second reminder, satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.

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

Late Start Enrolment

New students enrolling during the year may be charged on a pro-rata basis for the remaining weeks of the year, at the Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable pro rata for the whole term in which the enrolment is terminated. For a reduction in fees, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Extended Leave/ Holding an enrolment place

Fees will be payable when extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences, and the existence of student waiting lists.

FOR FURTHER CLARIFICATION REGARDING THE ABOVE SCHOOL FEE POLICY PROCESS, PLEASE CONTACT THE COLLEGE FINANCE OFFICE.