

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		<h2>Fee Collection Policy</h2>	
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1. Definitions

- 1.1 “**Account**” means the account for payment provided to Parents by the College.
- 1.2 “**Business Manager**” means the Business Manager, or their delegate, of Plenty Valley Christian College.
- 1.3 “**College**” means Plenty Valley Christian College.
- 1.4 “**Fee Schedule**” means the document setting out the tuition fees payable by the Parents to the College.
- 1.5 “**Parents**” means the person/s set out in the Enrolment Agreement being the parents and/or guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

2. Rationale

- 2.1 The College endeavours to deliver high-quality education while maintaining a financially viable institution. It is important to the College to ensure that all financial arrangements that are agreed between Parents and the College are just and fair, while allowing the College to meet its financial and educational responsibilities.
- 2.2 This Policy sets out the principles and guidelines to be followed by the College regarding procedures for the collection of tuition fees and related charges.

3. Responsibility

- 3.1 The Business Manager is responsible for the implementation of the Fee Collection Policy.
- 3.2 The Business Manager is committed to:
 - (a) Collecting funds in a manner that treats people with respect, dignity, justice and fairness whilst expecting and trusting each family to honour their commitment to meet their financial responsibilities.
 - (b) Establishing pathways and opportunities for families to pay their fees upfront or in advance.
 - (c) Treating confidential information with care, by ensuring that all information is secure and access is limited to College employees who require it as authorised by the Business Manager.
 - (d) Making decisions that consider the extenuating circumstances of a family and are in accordance with best practice at the time the decision is made.

FEE COLLECTION PROCEDURE

1. Establishing yearly fees

- 1.1 The College Board sets fees on a yearly basis.
- 1.2 A Fee Schedule is sent to all families advising all charges for the forthcoming year, and is available on the College's website.

2. Fee statement accounts

- 2.1 Accounts are to be forwarded to Parents at the start of each year for payment of the upcoming annual College fees.
- 2.2 Annual fee statements are to be issued in accordance with the Fee schedule as determined by the College Board and Executive and communicated to the Parents before the commencement of term 1 of each school year.
- 2.3 Payment of each account is due by the due date on the invoice, according to the selected payment plan.

3. Fee responsibility

- 3.1 All Parents are required to enter into an Enrolment Agreement with the College before their child can be enrolled. Each person who has signed the Enrolment Agreement is jointly and severally liable for the payment of school fees, as specified in the Enrolment Terms and Conditions. It is the practice of the College to require both Parents sign the Enrolment Agreement, where possible.
- 3.2 All Parents will continue to be held jointly and severally liable for the payment of school fees, regardless of any family court order, settlement or arrangement in place.
- 3.3 The College recognizes that during their time at the College a family may go through a period of financial difficulty caused by a loss of income, sickness or family situation. The College will aim to work with these families to provide support, where appropriate.
- 3.4 The Applicant acknowledges that it has an obligation to disclose any period of financial difficulty (including a change to family circumstances which may impact on the Applicant's ability to pay school fees) to the College, so that they can work with the College to resolve how support can be provided.
- 3.5 A Late Payment Fee per student, per calendar month, will be charged for late payment of fees.

4. Fee collection

- 4.1 Parents must pay all tuition fees as per the payment terms listed on the Enrolment Terms and Conditions and the Fee Schedule, and according to the Payment Plan parents have selected in FACTS.
- 4.2 Failure to make the payment by the due date will result in the fee collection procedure outlined below Stage 1 being followed to ensure the collection of outstanding fee payments.
- 4.3 As part of the fee collection process, the Business Manager (or their delegate), at their discretion may use the following means to facilitate the collection of fees:

- (a) Stage 1
 - (i) Attempt to contact the parents via email, letter or phone to advise the family of their obligations in relation to fees.
 - (ii) Meet with the parents to discuss fee obligations and any extenuating circumstances.
 - (iii) Reach a payment agreement with the parents where the parents agree to pay to the College the defaulted amount, by a mutually agreed date.
 - (iv) The College should record any agreements reached under item 4.3(a)(iii) in writing by way of a Payment Plan signed by the parents and the College and returned to the College.
- (b) Stage 2
 - (i) Collect additional information from parents to ascertain financial situation and any relevant circumstances of hardship (for example details of income, expenditure, asset, liabilities). Should parents not be willing to provide this information, the College can enforce its rights under the Enrolment Terms and Conditions and terminate the enrolment of the child.
 - (ii) Exclusion of student from extra-curricular activities (i.e. music tuition, overseas trips etc).
- (c) Stage 3
 - (i) Unless there are extenuating circumstances, terminate enrolment (with approval of the Principal).
 - (ii) Engage the services of a debt collection agency, including but not limited to once the enrolment of students has concluded. Any costs associated with engaging the services of a debt collection agency will be passed on to the Parents to whom it relates to.

4.4 At any point during the process, if collection attempts are not successful or the parents are not engaging in the process with the College, the Principal, at their sole discretion, may direct that a student's enrolment is terminated.

4.5 This procedure will be followed as closely as possible, however the final decision on the appropriate course of action rests solely with the Business Manager in consultation with the Principal, who may take the following factors into consideration when assessing each circumstance:

- (a) Justice and fairness must be provided to all parents and students, including those who meet their payment obligations.
- (b) Length of time a family has been with the College
- (c) The priority a family places on the payment of fees as demonstrated through a commitment to regular payments and communication to the College.

5. Special payment arrangements

- 5.1 The Business Manager, at their sole discretion, but with consultation with the Principal, has the authority to reduce or waive payment of tuition fees on a case by case basis.
- 5.2 Instances in which the Business Manager may consider waiving or reducing payment may include, but are not limited to, the following circumstances:
- (a) bereavement of parent;
 - (b) loss of job of parent;
 - (c) significant change in financial ability of parents from the enrolment date;
 - (d) significant medical circumstances of a parent or student;
 - (e) Any other materially significant life changing event.

6. Related Policies

- 6.1 Business Notice
- 6.2 Enrolment Terms and Conditions

7. REVIEW PROCEDURE

- 7.1 This Policy will be regularly reviewed by the College and may be amended from time to time.
- 7.2 This Policy was last reviewed, and amended, in November 2019.

DOCUMENT HISTORY & VERSION CONTROL RECORD

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0.1	08/04/2007	B Simmonds	Draft
1.0	11/04/2007	B Simmonds	First issue as a controlled document
1.1	29/02/2008	B Simmonds	Admin fee wording clarification
1.2	28/03/2008	B Simmonds	Updated minor changes as per Document history and version control policy
1.3	21/05/2015	B Simmonds	Updated consequences
1.4	07/09/2017	S Taggart	Changed to Biennial as discussed in OHS Meeting 07/09/2017.
1.5	30/11/2019	M Duke	Updated minor changes as per Document history and version control policy
1.6	14/05/2020	Principal	Minor review and approved.

Approved By:

Date:



14/05/2020

Mr John Metcalfe
Principal