

Fee Billing and Collection Policy

Contact Person/s: Business Manager
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Revision History

Date	Status	Revision No.	Reviewers	Approver
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27 May 2020	Board comments	0.1	College Board	Draft
5 June 2020	Final Board comments	0.2	College Board	Draft
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1. Introduction

Investigator College is an ELC - 12 College. It provides a comprehensive and high-quality educational offering that challenges students to achieve academically, spiritually and to develop emotional resilience. The College aims to be educationally and organisationally innovative. Extensive facilities, diverse resources and expanding technologies support teachers to work collaboratively to ensure the students are learners with a commitment to excellence across all endeavours.

2. Rationale

2.1 In accordance with the Investigator College Constitution, and through its governance and policy oversight, the College Board has developed this Fee Billing and Collection Policy to provide guidance and a framework for the setting and collection of fees. This is to ensure the College can achieve its objects and purposes and continue as a financially viable and successful Anglican College.

2.2 In the interest of social justice and equity for the fee burden across all families, debtors are expected to make full and regular payments in accordance with the fee schedule.

2.3. Debtors choosing to enrol students at the College understand and accept a commitment to pay school fees and charges billed to their account.

3. Scope

3.1. This policy applies to all debtors with students enrolled at Investigator College.

4. Reference

4.1. Fee Schedule.

5. Definitions

- 5.1. Fees: Refers to all tuition and levies charged by Investigator College from time to time unless otherwise stated.
- 5.2. Payment Plan: Refers to a formal agreement between an account holder and Investigator College. The agreement will contain agreed payment terms such as the amount and term of the plan. Direct Debit arrangements through NAB are considered a formal payment plan.

6. Responsibilities

6.1. The Business Manager is accountable to the Principal for appropriate implementation of this Policy.

6.2 The Business Manager can delegate certain responsibilities associated with this Policy to Investigator College Finance Office staff.

6.3 The decision to deviate from standard policy and procedure rests with the Principal, as delegated by the College Board.

7 Policy

7.1. Determination of Fees

7.1.1. While the Commonwealth and State Recurrent Grants provide some income for the College, the other major source of income is from school fees. The school fees enable the College to provide relevant programs, specialised resources and qualified staff. The payment of school fees is the shared responsibility of all debtors.

7.1.2. School Fees are charged per student and include tuition fees, resource and technology levies, a camp charge and a Capital Development Levy.

7.1.3. School Fees do not include uniforms, or Year 7- Year 12 book/stationery costs.

7.1.4. School Fees are set annually by resolution of the College Board.

7.1.4.1 The fees may be varied by resolution of the College Board.

7.1.4.2 Debtors are notified in writing of fee changes.

7.1.4.3 Sibling discount percentages are set by the College Board.

7.1.5. Other charges, such as extra-curricular activities etc, are reviewed regularly and determined by the Principal or his/her delegate.

7.1.6. Levies are non-refundable.

7.2. Fee billing cycle and payment due dates

7.2.1. Fees are billed and payable in advance.

7.2.2. Each term's fees are due no later than the 2nd Friday of each term unless a formal payment plan has been arranged with the Finance Office

7.2.3. All fees for the year are to be paid in full by the end December of that year unless otherwise arranged with the Finance Office.

7.3. Fee Collection, Unpaid and Overdue Fees

7.3.1. School fees, and other monies due to the College, can be paid by cash, cheque, credit card (Visa or Mastercard), EFTPOS, BPay or Direct Debit.

7.3.2. When school fees remain unpaid by the due date, the Finance Office will communicate with the debtor to make appropriate arrangements for payment of any overdue fees.

7.3.3. Failure to settle yearly fee account or contact with the Finance Office within 14 days of the account being due will result in an administration charge being applied to the account.

7.3.4. In the event an account becomes overdue and the debtor has not contacted the College to discuss their situation or make arrangements for payment, then it will be deemed that a commitment to meet the debt is not evident and the College will initiate procedures to recover the debt, which may include the use of the College collection agency.

7.3.5. If the account owing to the College becomes overdue and is referred to a collection agency for collection proceedings, parents/guardians will be charged all expenses incurred by the College with its collection agency.

7.3.6. To protect the financial base from which the College operates, debtors are required to make arrangements with the Finance Office if an account balance exceeds the equivalent of one term's total fees. Arrangements must be made to reduce the debt immediately and manage future payments. Failure to make contact may result in the account being referred to the College collection agency.

7.3.7. A student may not be permitted to commence a new school term at Investigator College unless the school fees for the previous term have been paid in full or parental/guardian contact with the Business Manager has been made. The College Board, through the Principal, may grant an extension of time if there are extenuating or exceptional circumstances.

7.3.8. Should a debtor fail or refuse to make appropriate arrangements for payment with the Business Manager, the Principal has the discretion to exclude a student, permanently or temporarily, from the College or College events.

7.3.9. The College reserves the right to limit or deny participation in optional programmes such as interstate or overseas trips, events and functions that incur user pays charges, or withhold School Reports, if school fees are in arrears.

7.4. Enrolment application and other conditions

7.4.1. The Enrolment Application/Contract outlines the Terms and Conditions of Enrolment.

7.4.2. Each enrolling debtor is jointly and severally liable for all fees, levies and any other charges.

7.4.3. Termination of the enrolment contract for any reason other than those outlined within the said contract must be advised in writing with at least 10 weeks' notice. If such notice is not provided, 10 week's fees will be charged in lieu of notice.

7.5. Financial Hardship

7.5.1. The College may, at times, grant arrangements whereby debtors can make reduced but regular payments during a period of financial difficulty by entering into an agreed payment arrangement with the College. This is to be reviewed within six months with the expectation of a return to higher payments to achieve full payment of the total fees.

7.5.2. Debtors, who experience ongoing financial hardship, may apply for a reduced payment (bursary) plan on tuition fees only.

7.5.3. A reduced payment (bursary) may be granted provided that the debtor meets the criteria and commits to and makes regular payments towards levies and any outstanding balance.

7.5.4. A bursary plan is normally for one year. In extenuating circumstances, a bursary may be approved for a second year. Bursaries will not be provided for more than two consecutive years.

7.6. Scholarships

7.6.1. Scholarships are normally only for tuition fees (i.e. excluding levies) for successful candidates.

7.6.2. Academic Excellence Scholarships are offered to students who successfully complete an exam and meet established school performance criteria.

8. Associated Documentation

8.1. Fee Billing and Collection Procedure