

## Collection and Payment of School Fees

St Mary's College for the Deaf offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss the situation with our Bursar or Principal. Where appropriate, you will be able to make alternative payment plans.

In any given year the ideal situation is for all school fees to be paid by the due date. The school is dependent on school fees to enable it to meet the financial gap between operating costs and government funding. St Mary's College endeavours to collect all fees to meet these operating costs whilst being mindful of families who encounter financial difficulties.

The procedures for the collection and payment of school fees are set out below:

***Purpose:***

We aim to balance the financial need of school families with the school's operating requirements and establish a process to collect fees that recognises genuine difficulty.

***Guidelines:***

1. When a parent initially enrolls their child at St Mary's College for the Deaf, an enrolment form is signed whereby an agreement is made to meet the payment of school fees.
2. Due dates for payments of school fees will be published on a regular basis.
3. An account will be forwarded to all families in February. School fees will be billed in full and can be paid in full, instalments quarterly, monthly or fortnightly deductions.
4. Instalments must be paid by either Direct Debit or Credit Card payments as per the payment options form. All other options are for full payment by end of Term 1.
5. If there is no response by the end of the second week of Term 2, a letter will be sent to advise the outstanding amount. Parents have the opportunity to contact the Principal to discuss financial difficulties.
6. The school appreciates that due to economic hardship, some families encounter genuine difficulty at various times of the year which prevent full payment of fees being made within the required period of time. Arrangements are made to meet with families encountering genuine difficulties to discuss a repayment plan. These arrangements are kept confidential. The Principal, in consultation with the Bursar, maintains the discretion to interpret "genuine difficulty".
7. If no attempt is made to contact the Principal by the end of Term 2, the account will be passed onto a debt collector where these accounts will subsequently be handled.

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