



Rationale

To maintain excellent standards in education, the Nazareth Advisory Committee of Management is required to ensure the financial viability of Nazareth College. The College must also maintain sufficient funding to grow and improve to ensure that fee payers are provided with value for money. The College Community is appreciative of the payment of school fees that ensure that the College can continue to provide improving facilities and services, to plan for the future and to service our debt.

Domestic Students

1. School fees will be determined on an annual basis, depending on the needs of the College. The Canonical Administrators, on the recommendation from the Nazareth Advisory Committee, will ratify these charges.
2. School fees are charged per student and list tuition fees, composite subject levies and camps, and specialist sport costs. Composite subject levies, camps and specialist sport costs are non-refundable.
3. Sibling discounts apply to families with more than one child enrolled at the College simultaneously. Early payment of the full fee account will attract a percentage discount. The Nazareth College Schedule of Fees lists the appropriate discount rates.
4. Families experiencing ongoing financial difficulties may apply for a fee concession on the tuition fees only. A payment plan may also be granted providing that the family meets the criteria and commits to, and makes, regular payments towards levies and any outstanding balance. This payment plan is assessed on an annual basis and is strictly confidential. The granting of fee concessions and approval of payment plans is at the sole discretion of the College.
5. The College reserves the right to limit or deny participation in optional programs, such as overseas and interstate study trips, if the school fee account is in arrears.
6. Students admitted to the College during the school year will be charged on a pro rata basis plus any additional levies and charges.
7. Students withdrawing from the College during the school year must provide a minimum of one term's notice, in writing, to the Principal. The College maintains the right to uphold this notice period if notice is not given. Levies and other charges are not refundable.
8. VET fees, private music tuition and subsidised Nazareth bus fees are separate to the College fees and need to be paid in full before these services are provided.
9. On confirmation of enrolment at Nazareth College, a payment will be due to secure the student's placement. This will consist of a non-refundable enrolment fee and a non-refundable deposit. This deposit will be offset against school fees once the student commences.



10. Camps are a compulsory component of the curriculum and camp fees will not be refunded. The Principal may determine if a refund is applicable on compassionate or medical grounds after suitable documentary evidence is provided.
11. School fees and associated charges will be billed annually by mid February each year. Fees may be paid as:
 - a) One instalment in full attracting the early payment discount. The due date for this payment will be set each year by the College and will be printed on the fee notice. Families who have been granted concessional fees do not receive this discount.
 - b) Quarterly payments due by the end of the second week of each term.
 - c) These first two types of payments can be made in person by cash, cheque, EFTPOS, credit card (Visa or MasterCard), online fee payment by CDF pay or by phone with a credit card or Bpay™.
 - d) Ten monthly payments due on the twenty-eighth (28) of each month, commencing in February, via direct debit or Bpay™.
 - e) Fortnightly or weekly payments made by direct debit only. Please refer to the College School Support office for details of designated days.
 - f) The College will charge back to a family any dishonour fee incurred by a bank or financial institution.
12. The College will contact any family whose account remains unpaid after the due date. To provide social justice and equity to the whole of the College community, appropriate payment must be arranged and maintained to Nazareth College by each family.
13. In the event that adequate payments are not maintained, the College may deem that a commitment to meet the debt incurred is not evident and action will be taken to initiate recovery of this debt. This action may include use of debt collectors and appropriate legal action as detailed in the Fee Collection Policy G1.4A.
14. If a student is absent during the year for an extended period there will be no refund of school fees.

Developed	2002
Responsible Officer	Business Manager Finance Committee Nazareth Advisory
Last reviewed	Sept 2019
Revised by Leadership	May 2020
Ratified by Nazareth Advisory Committee	May 2020
Due for review	May 2022