



Nazareth College Fee Collection Policy G1.4A

Rationale

To maintain excellent standards in education, the Nazareth Advisory Committee 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.

Justice is a core value in any Catholic College and must be considered when forming the policy to establish fee setting and fee collection practices that are consistent with access and equity priorities.

Some important principles that we incorporate in our general policy making are:

- Relationships - Positive, open and honest relationships in a Christian context between students, staff members, parents and the extended Community are of paramount importance. Often the topic of finance is difficult to broach in conversation however our Community is committed to respectful, honest, confidential and responsible dialogue in these matters;
- Responsibility - As Christians, we understand that we have a responsibility towards others to ensure that justice is done for all members. Payment of fees by an individual family is seen as being just to all other fee paying families in our Community;
- Pastoral Care - In any community people have their own struggles and challenges which may affect the ability to pay fees. Embracing the above two principles we encourage an honest and open dialogue between family members and members of staff that is mindful of one's responsibility to the total Nazareth College Community. The Nazareth College Community embraces the values of compassion and understanding that are justified in these matters.

Nazareth College will invoice the full year's school fees in January of each year. The account will be due and payable by 28 February of each school year. Various payment options are available for those wishing to spread payments over the year. Specific information regarding payment options is available from the School Support Office - see Fee Policy G1.4

Policy

This policy outlines the processes that will be employed in collecting fees and other levies. It is based on the policies and procedures regarding collection of Fees as produced by the Catholic Education Commission of Victoria (CECV) and Catholic Education Melbourne (CEM).

Domestic Students

The College reserves the right to limit or deny participation in optional programs if the school fee account is in arrears.

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.



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Nazareth College reserves the right to charge back to a family any fee incurred as a result of dishonoured payments.

The College will make contact with any family whose account remains unpaid after the due date. To provide social justice and equity to the complete College Community, appropriate payment to Nazareth College must be arranged and maintained by each family.

Families who dishonour standing fee payment arrangements will be given every reasonable opportunity to remedy the situation prior to collection action being taken against them.

If a default on any payment occurs the following procedure will apply:

- Step 1 A staff member from the Accounts Office will phone the family to ascertain the reason for rejection. If contact is made and the card details are incorrect, the Accounts Office will resubmit the payment for processing. If the Accounts Office is unable to contact the family or the card rejects due to insufficient funds then the following steps will apply;
- Step 2 Reminder Letter (Letter 1) to be sent requiring payment within 7 days;
- Step 3 (7 days later) If no response to Letter 1 then a phone call will be made offering the family 2 days to respond;
- Step 4 (2 days later Letter 2) 'Overdue Notice' will be sent. The Accounts Office will also make enquiries with other senior College staff to ascertain if there are any family issues that may exist. The family may request a Response Meeting to discuss their position at which an acceptable Payment Arrangement may be the negotiated outcome;
- Step 5 If no response to Letter 2, then the matter will be referred to the appropriate Canonical Administrator.
- Step 6 Subject to approval from the appropriate Canonical Administrator, a 'FINAL NOTICE' (Letter 3) advising that the account has been referred to the College's Collection Agents;

SHOULD A PAYMENT ARRANGEMENT BE PUT IN PLACE:

- Letter 4 'Arrangement Letter' to be sent confirming that an agreed payment is in place with a requirement to review the account ('Instalment Review') after three months should payment not be fully recovered by end of Term 4.
- Letter 5 'Instalment Review' will advise that an option is available to increase the instalment to rectify the full amount owed. At this point the ability also exists to review the account within the three month period.

Upon the expiry of the review period for all 'payment arrangement plans' should there be no commitment (payments) made on the account the plan will be deemed to have expired and further action usually commencing at Step 6 above will take place.



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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.

Under no circumstances will a child enrolled in the College be refused ongoing enrolment because their parents/guardians have not paid fees.

Confidentiality and compassion will always be maintained in relation to fee payers and sharing information with other schools, apart from our feeder schools, and other colleges will never be considered.

Developed	2013
Responsible Officer	Business Manager Finance Committee
Last reviewed	Sept 2019
Revised by Leadership	May 2020
Ratified by Nazareth Advisory Committee	May 2020
Due for review	May 2022