



URSULA FRAYNE CATHOLIC COLLEGE

FEES POLICY

Ursula Frayne Catholic College is committed to providing a Catholic education for young people from a wide range of backgrounds. In so doing, the College aims to keep fees to a minimum so that parents will be encouraged to enrol their children without suffering undue hardship.

THE NECESSITY FOR COLLEGE FEES

Although Catholic schools receive some Government grants, fees constitute a necessary and substantial part of their income. Without those fees and other support from their local communities, Catholic schools would not be able to function.

Parents who enrol their children in the College assume a moral and legal obligation to pay fees.

PARENT RESPONSIBILITY

When enrolling children in the College, parents are advised of the fee structure and commit themselves, in writing, to fulfilling the responsibility they are undertaking. The seriousness of the commitment must be emphasised and parents understand that a school is a financial, as well as an educational, institution which is dependent upon fees to remain viable.

The parent who signs the Letter of Acceptance accepts responsibility for payment of the fees. Where a child lives with both parents, both are required to sign the form.

It is also the responsibility of parents to notify the Business Manager if they are experiencing difficulty with the payment of fees.

SCHOOL BOARD RESPONSIBILITY

The Board of Management, which has a responsibility on behalf of the school community, reviews school fee levels each year, to help ensure the viability of the school and the quality of the education it provides.

The College makes every effort to be just and compassionate in both:

- its consideration of those who need a tuition fee reduction, and
- its insistence that those who incur a debt must meet their commitment.

The Board is also responsible for ensuring that arrangements for the payment of fees are adequate.

GENUINE NEED

As would be expected in a Catholic school, provision exists for reductions or deferrals of payment of fees when parents find themselves in circumstances of genuine need. In such circumstances, parents are advised to collect an *Application for Review of School Tuition Fees* form from the front office of either campus. The completed form, when returned to the College, must be accompanied by the requested supporting documentation. The matter will then be dealt with respectfully and confidentially. Applications should be lodged on an annual basis by the due date. Application for reduced tuition fees does not automatically mean that a reduction will be given. Each case will be considered on its merits.

CONFIDENTIALITY

All matters related to tuition fee reductions or inability to pay are treated confidentially.

BILLING SCHEDULE

At the beginning of the school year, an account for the Annual Tuition Fee, ICT Levy, Building Fund Levy and any additional fees and charges – including subject levies – will be sent to all families. Semester Two levies, where applicable, will be charged at the beginning of Term Three. Parents have the option of paying in the following ways:

- Option 1 One payment in full by 15 February.
- Option 2 (Default Option) Monthly instalments (10) commencing on 15 February and concluding on 15 November.
- Option 3 Fortnightly instalments (20) commencing on 15 February and concluding in November.

Regular payments (fortnightly/monthly) by way of either B-Pay, Direct Deposit, Direct Debit or payment by mail, telephone or in person (by cheque, cash or EFTPOS) to enable all fees and charges for the school year will conclude in November.

PAYMENT VARIATIONS

Requests for any variations or deferments in the payment of accounts must be made via formal application to the Business Manager within 14 days of receipt of the account. **All payment arrangements will be reviewed annually.**

FAMILY DISCOUNTS

- Eldest Child pays 100% of Annual Tuition Fee
- 2nd Child pays 80% of Annual Tuition Fee
- 3rd Child pays 60% of Annual Tuition Fee
- 4th Child and subsequent children pay no Annual Tuition Fee

HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME

Eligible cards for the Health Care Card (HCC) Tuition Fee Discount Scheme provides an automatic discount on the Tuition Fees to holders of a means tested family Health Care Card or Pensioner Concession Card. (Further information can be obtained from the Catholic Education website (www.ceo.wa.edu.au)).

- For a student in Years K-6 the Tuition Fee is discounted to **\$300 per annum (\$7.50 per week on a standard 40 week school year).**
- For a student in Years 7-12 the Tuition Fee is discounted to **\$1500 per annum (\$37.50 per week on a standard 40 week school year).**

Other specific charges still apply (eg. Building Levy, subject levies, excursions, camps, resources levy etc).

During the first term of each year, eligible Concession Card holders will be required to present their card and to complete a simple form. Once this has occurred the discount will be automatically applied.

DISCOUNTS FOR OTHER CONCESSION CARD HOLDERS

A 15% tuition fee reduction will be available to holders of a Centrelink Pensioner Concession Card or Department of Veterans' Affairs Pensioner Concession Card. Students Concession Cards also provide a 15% tuition fee reduction (conditions apply).

As designated by the Catholic Education Office of WA, the College will also offer family discounts for Special Education students, whether their siblings attend the same Catholic School or several Catholic schools. Please enquire for further information.

STUDENTS OVER 19 YEARS OF AGE

If a student remains at the College when they have reached the age of 19 years, the fees will be increased to cover the costs of Government grants which are not receivable by the College.

NON-PAYMENT OF FEES

It is a policy of the Board to send out reminder notices. Failure to act on these notices will result in the account being sent to a debt collection agency. Matters which have been referred to the collection agency will not be handled by the College and will be treated quite separately from any further accounts with the College. Costs incurred in the collection of fees are the responsibility of the debtor. The College does not pay these fees.

REFUNDS

In normal circumstances, one term's notice, in writing, to the Principal is required if a student leaves the College. If this notice is not given, fees will be charged in lieu. If for good reason (e.g. movement of family) a parent must withdraw a pupil from the College, application may be made for a refund of the unused portion of the fees.

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