



8.02C COLLECTION OF OUTSTANDING SCHOOL FEES PROTOCOL Sacred Heart College Geelong

PROTOCOL

Sacred Heart College Protocols for setting and the collection of school fees align with Mercy Education Ltd Policy and Procedure 8.02a and 8.02b. The relevant Mercy Education Ltd Policy and Procedures is available to the community via the College website.

In accordance with the Mercy values of Compassion and Justice student enrolment will not be terminated or threatened due to fee arrears.

Sacred Heart College will have clear documented procedures for the collection of fees, guided by the Mercy Education Ltd Policy.

DEFINITIONS

School fees are the amounts charged by the College to families to contribute to the education of their children. In this definition, school fees refer to the core school programs and activities of the College. They include tuition charges, levies and other charges determined annually incidental to the courses or units of study chosen.

Outstanding school fees are those not paid within the time frame established and published by the College.

Parent includes all other forms of legal guardianship.

Every effort will be made to ascertain the ability of the parent to pay outstanding fees. A payment plan will be negotiated where possible. Communication and contact with parents and / or guardians will be made either by letter, email, in person or a phone call by the Principal or delegate. Documented records of communications with parents / guardians will be maintained.

Students will not be denied access to any core school programs and activities regardless of fee account status.

All students will be eligible to apply for funded positions for SHC faith and outreach programs grounded in Mercy Education values.

Voluntary or non-compulsory activities including but not limited to language immersion programs and World Challenge will be restricted.

Students on reduced school fees from negotiated financial hardship discounts or Equity Scholarships will be restricted from voluntary extracurricular or non-compulsory activities unless full funding for the activity is obtained from a registered external scholarship or educational support fund provider such as Rotary.

ASSOCIATED PROCEDURES

Mercy Education Ltd Procedure 8.02B Collection of Outstanding School Fees at Mercy Colleges
Mercy Education Debtor legal action request form

RELATED DOCUMENTS

Mercy Education Ltd Policy 8.02A Collection of Outstanding School Fees at Mercy Colleges
Mercy Education Ltd Procedure 8.02B Collection of Outstanding School Fees at Mercy Colleges
Catholic Education Office Melbourne: School Fees Policy

Date Approved:	27 October 2016
Name:	Anna Negro
Signature:	_____
Date Presented at Council Meeting:	27 October 2016
Author:	Business Manager
Person Responsible for Implementation:	Business Manager
Last Amended:	_____
Next Review Date:	2019
Location Checklist:	<input type="checkbox"/> Staff Handbook <input type="checkbox"/> Students <input type="checkbox"/> Parent Portal <input type="checkbox"/> Website