



**Mount
Carmel
College**

We nurture.
We challenge.
We care.

Fees & Charges Policy

PURPOSE

Our vision states that in a vibrant educational community, individuals are encouraged to develop their potential, live their faith, acquire a love of learning and contribute to society with confidence and integrity. Mount Carmel College recognises that there may be parents/carers choosing not to enrol their children in Catholic schools because of an inability to pay school fees, and an unwillingness to seek fee exemptions. Mount Carmel College fully supports the principle adopted by all Catholic schools that: Catholic children will not be excluded from Catholic schools because of their parents'/carers' inability to pay school fees.

POLICY CONTENT

1. School fees and charges are necessary to:
 - supplement State and Commonwealth per capita recurrent grants; and
 - provide sufficient funds to operate the College.
2. The Mount Carmel College Board, through its Finance Committee, is responsible each year for determining the Fee and Levy Schedule. The underpinning aims of the Schedule are to achieve the desired level of revenue requisite for the successful operation of College tuition and services, and to achieve affordable and equitable access, whilst accounting for movements in the Consumer Price Index and any general fluctuations in costs and prices.
3. The Fee and Levy Schedule is revised each year and recommended by the Finance Committee to the College Board for approval. Following Board approval, the Schedule is recommended by the Board to the Governing Council for approval.
4. Once approved, the Schedule is communicated in writing to the parent/carer community prior to the commencement of the calendar year to which it applies.
5. The fees encompass all expenses associated with providing the educational environment and structure of the College. The levies are charged annually to help meet the costs of providing materials for various teaching programs. The levies include excursions and co-curricular activities and vary to cover camps and learn-to-swims programs.
6. Additional charges may be applied where one-off and unanticipated educational/excursion opportunities arise, which are not covered by the initial levy payment. These are to be assessed on a case-by-case basis to determine whether they are to be offered within school programmes.

The assessment must address budgetary implications for both the College and the parent community. The principal may authorise such charges.

7. This Policy enables the assessment of situations which may require variation to fee/levy payment expectations. Details of courses of action that facilitate equitable access to Catholic school education are provided in the Fees and Charges Procedures. The information provided to the parents/carers, is to detail the variety of ways in which they may be assisted:
 - deferred payment arrangements;
 - remission of fees; or
 - fees distributed over a 12 month period.
8. This Policy requires parents/carers to complete an Application for Fee Reduction form and attend an interview with the Business Manager. The application will then be assessed by the Business Manager and / or the Principal, with some applications referred to the Finance Committee for a final decision, at the Principal's discretion.
9. Applications will be assessed on a case-by-case basis, with due regard to basic principles of both responsibility and equity.
10. Parents are requested to provide written notice of withdrawal of a student to the Principal. The required period of notice is ten weeks. Where ten weeks written notice is not provided, full tuition fees and all levies will need to be paid for a ten week period from the date of written notice.

RELATED POLICIES AND PROCEDURES

Fees & Charges Procedures
 Terms and Conditions of Enrolment

POLICY REVIEW

This Policy shall be reviewed every three years, unless legislative or organisational change warrants a review at an earlier time.

POLICY DATES			
<i>Implemented</i>	18 August 2015	<i>Reviewed</i>	2015
<i>Next Review Due</i>	18 AUGUST 2018		
POLICY AUTHORISATION			
<i>Principal</i>	Susan Ryan	<i>Signature</i>	