

## **Fees and Charges Guidelines**

### **Policy**

Please refer to the Archdiocese Financial Management Policy and the [Catholic Education Tasmania School Fees Assistance Policy](#).

### **General**

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. The College fully supports the principle adopted by all Catholic schools that: No child who is eligible for enrolment will be denied enrolment in a Catholic school or college because of financial hardship. Families who are concerned about their ability to pay fees are encouraged to contact the College to discuss options.

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 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 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 Tasmanian Catholic Education Commission 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 fees are charged annually to help meet the costs of providing materials for various teaching programs. The fees include excursions and co-curricular activities and vary to cover camps and learn-to-swims programs.
6. Fees at each year level do not include interstate or overseas trips. These items are invoiced separately on individual accounts.

7. This Guideline enables the assessment of situations which may require variation to fee 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 Guideline 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 at least ten school weeks (one term) prior to the withdrawal of the student. Where notice is not provided, full tuition fees may need to be paid to the school for the number of school weeks where notice was not provided. This includes withdrawal prior to the start of the school year. The notice period may be reduced or waived in special circumstances, with the final decision regarding the reduction or waiving of this fee at the discretion of the Principal.

#### Related Guidelines and Procedures

- [Mount Carmel College Fees & Charges Procedures](#)
- [Mount Carmel College Terms and Conditions of Enrolment](#)
- Archdiocese Financial Management Policy
- [Catholic Education Tasmania School Fees Assistance Policy](#).

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