Fee Collection and Payment Policy and Guideline

Document current as at November 2026

Policy Statement

The Organisation and Management structures and practices of Siena Catholic College should be aligned with the Vision and Mission of the College identified in the Education Brief. These provide for just and equitable practices in all areas of the College. The Organisation and Management of the College resources and community members will be facilitated through transparent planning and renewal processes. Such accountability procedures are open to community understanding through collaborative and participative processes.

Rationale

The fees and levies collected at Siena Catholic College are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

Guidelines

Issuing of Accounts

Annual Fees and Levies are issued in Term One. Fee Statements are issued at the commencement of terms two, three and four.

Statements show the following:

- **Tuition Fees** - single child or family fee charged to educate your child/children (a Senior Secondary surcharge for students in Year 11 and 12 is added into the tuition fee).
- **Capital Levy** – used to maintain or provide new buildings and ground enhancements.
- **Parent Engagement Levy**
- **Year Level Levies** – includes subject levies, year level levies and camps.
- **Additional Levies** – includes Co-curricular Activities (Sport, Academic, Performing Arts, and Instrumental Music) and additional Field Trips/Excursions not included in Year Level Levies.
- **Additional Charges** – includes any additional charges incurred by the student for damages/losses of college resources and equipment, eg. Library book penalties for damages/losses, (Admin penalty for lost books of $10 is no refundable) technology replacement costs or insurance excess, etc..

Camps/Subject Field Trips/Excursions/Incursions are deemed to be a compulsory part of the curriculum and all students are expected to attend. Costs are based on attendance of all students, no refunds will apply.

Account Types

- Enrolments are joint and several when two parents or guardians are on the Application for Enrolment or sole responsibility for one parent of guardian.
- Split fee responsibility is **no longer available** for new enrolments (processed through Funnel) or for revisions to existing fee responsibilities.

Methods of Payment

- Term Statements are due within 14 days of the date of issue.
- The preferred method of payment is via FACTS Direct Debit.
- Payments can be made weekly, fortnightly or monthly to coincide with salary frequency from a savings or credit card account.

Cancellation of Enrolment

- Four weeks written notice is required to be lodged with the Executive Assistant to cancel enrolments with the College.
- Failure to give notice to the Executive Assistant of an impending departure will incur a charge of one term's fees (Tuition Fee, Capital Levy and Year Level Levy).
- No refunds will be given for cancellation of enrolment after the commencement of term.

Reminder Notices

An Account Rendered – Reminder Notice is forwarded for accounts that are unpaid after the due date. Should accounts continue to remain outstanding, the Finance Administrator will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay. Our normal procedure is to apportion the payment made against all fees and levies (including Capital Levy) shown on the original account.

Payment Difficulties

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the College as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the College will consider granting a fee concession.

Concessions

In cases of financial hardship the College will consider offering a concession on the Tuition Fee and Capital Levy. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs and are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as rental or mortgage costs. All families on concession will be required to pay by Direct Debit. Concessions on fees are **not** ongoing and applications must be resubmitted at the commencement of the new school year. A letter will be issued to existing concession families at the start of each year, requesting a new form be completed and documentation to be supplied for the current year.

Overdue Accounts

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the College as soon as possible. We will then be in a position to assist you.

The College understands that families may experience financial difficulties from time to time and encourages families to contact us as early as possible so that suitable arrangements can be discussed. Where an account remains unpaid, reminder notices have not been responded to, and no contact has been made regarding financial hardship or alternative arrangements, the College may reluctantly need to consider further action, including referral to a professional debt collection agency and/or a review of continued enrolment

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the College's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

Further Information

Should you require further information, please feel free to contact the College during business hours.