



## FEE POLICY

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### CONTEXT

Sacred Heart College is committed to providing quality Catholic Education, synonymous with the traditions of the Marist Order. The fee structure is in keeping with the vision of values of the school and is subject to annual review by the Finance Committee and approval by the School Council.

### PRINCIPLES

Sacred Heart fee structure is therefore based on:

- Maintaining fees at the lowest level possible whilst maintaining and developing facilities and programs to meet the needs of contemporary education.
- A regular review of fees and charges by both the Finance Committee and the School Council.
- Ensuring that assistance is provided for low income families in accordance with the principles of Marist education and SACCS Policy.
- Providing discounts for families with students at Sacred Heart and other Catholic schools in the South West Region.

### PROCEDURES

- Tuition fees and charges will be billed early in term 1 and follow-up will be conducted at regular intervals.
- Fees must be paid by the dates specified in the fee schedule or by other arrangements (weekly, monthly) approved by the Principal or Business Manager.
- Discounts will be provided for siblings at Sacred Heart and other Catholic schools in the South West Region.
- Non-payment by agreed dates without prior notification will result in an administration fee being charged.
- The school reserves the right to institute collection proceedings from those who disregard agreed payment requirements.
- The following methods of payment are currently offered:  
Cash, cheque, EFTPOS, Visa, MasterCard, B Pay, Direct Debit from external account and Direct Debit from external credit card.
- Access Scholarships will be provided to families who are genuinely unable to pay tuition fees and charges. An application will be completed annually and a discount provided in accordance with families individual circumstances. Verifiable financial information will be collected with each application.
- Families who are eligible for School Card are asked to apply for the School Card.
- A non-refundable fee is payable with each enrolment application.
- An acceptance fee is payable when a student is formally accepted for enrolment at Sacred Heart College. This is credited to the first fee account.
- In ordinary circumstances, at least one term's notice is required before a student is withdrawn. The school can make a charge when insufficient notice is given. Special circumstances will be taken into account.

## REFERENCES

- South Australian Commission for Catholic School Fees Policy 2006
- Fee Structure and Schedule as it applies to Sacred Heart College in any given year

Approved on    May 2009

Review date    May 2012