

School Fees & Charges Guidelines

Rationale

Emmaus College is committed to providing a quality education for young men and women in the Catholic tradition. The College has a reliance on parent(s) and guardian(s) to fulfil their financial obligations to enable the College to provide high quality teaching and learning experiences.

Despite the College being a recipient of Australian and Victorian Government grants, the financial contribution of parent(s)/guardian(s) is still a necessity to reduce the expenditure gap of educating a child not supported by Government grants. To enable parents to clearly recognise the full extent of their financial commitment and obligation, the following guidelines are provided.

Commitment

The College seeks a positive and co-operative relationship with parent(s)/guardian(s) and by accepting an offer of a place at the College, the parent(s)/guardian(s) are consciously making a commitment to honour their annual financial obligations to the College.

The College Board has a responsibility to ensure that all parent(s)/guardian(s) share equitably the education costs of the students at the College

Aim of the Policy:

The aim of this policy is to provide guidelines to ensure the collection of fees are equitable and transparent with the expectation that the financial viability of the College is sustainable.

Fees

The setting of school and compulsory tuition fees is endorsed by the Emmaus College Board after taking into consideration any shortfall of Australian and Victorian Governments grants provided to non-Government schools.

Other charges including extra-curricular items such as elective and overseas trips, music tuition, charter bus, etc are separate and costs will be charged separately to the parent/guardian should your child participate. Additionally, a separate compulsory fee for a College provided laptop is mandatory at Years 7 and 10.

All fees must be paid for a child to enrol and for the enrolment to continue at the school. The school has the discretion to allow or not-allow a child to participate in optional extracurricular school events while fees remain due and payable.

Fee Collection

- By agreeing to the terms and conditions of enrolment, parent(s)/guardian(s) also declare their responsibility for all fees and charges when signing student enrolment forms.
- The College stands by the principle that where parent(s)/guardian(s) can afford to pay fees, they will be expected to contribute to the education of their children.
- School fee packs containing available payment plan options are emailed to all families with the expectation that one of the direct debit payment plan options detailed below is chosen.
- All fees must be paid by the end of November of each school year, unless an approved agreement is in place.

For more information, see the **College Fees and Charges** on the College website ([click here for details](#)).

Application & Enrolment Fees

An **application fee** of \$50 is to accompany the standard Application for enrolment form. This fee must be paid for an application to be processed. Please note that an application for enrolment does not constitute an offer of a place. This fee is non-transferable and non-refundable.

Upon acceptance of an offer of place at Emmaus College for the first time, an **enrolment fee of \$800** is payable. This payment reserves the student's place and confirms the acceptance of an offer of enrolment at the College. The fee is non-transferable and will be deducted from the following years total fees. Should the application be withdrawn after acceptance \$450 will be withheld.

In subsequent years, a **re-enrolment fee** of \$500 is payable in August each year at the same time as the intention for re-enrolment process. The fee is non-transferable or refundable and will be deducted from the following years total fees.

Discounts

An **early payment discount** per student will be granted when all fees are paid in full by the end of February of the school year.

Sibling discounts, on tuition fees only, are granted for second and third students with the fourth and subsequent students attracting no charge. The discount is applicable to siblings enrolled at the same time at Emmaus College only.

Payment Methods

The school offers several methods for paying fees to reduce any financial burden and to assist in financial planning. **Fee Payment Options** available ([click here for details](#));

- Payment in full by end of February to receive a one-off discount; or
- Direct Debit arrangement – fortnightly, quarterly or monthly; or
- In person (cash, cheque, credit card, EFTPOS;) or
- Via telephone- (credit card only); or
- Internet BPay

Fee receipts and statements

- Receipts for payment will only be issued by request.
- Statements will be issued at the end of each term.

Finalising Fee account by the end of the school year

It is an expectation of the College that all family accounts are to be paid in full by the end of the school year to ensure that the College is able to meet its financial obligations.

Notice of Withdrawal – One Full Term

In line with standard practice in most other Catholic secondary schools, parents or guardians are required to give one full term's notice (in writing to the Principal) of cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, **a fee of up to one full term's fees will be charged**. This change of practice is effective from the commencement of the 2020 school year

Family Assistance / Fee Remission

Emmaus College has a commitment to assist families in meeting the costs of secondary education. This includes assistance to those families whose circumstances prevent them from meeting the full cost of fees. In the interests of equity and fairness to full fee-paying families, assistance is means tested.

As a matter of fairness and equity the College Board have adopted a policy of not allowing recipients of concessions to undertake optional or extra-curricular activities including music tuition, overseas and interstate trips, etc.

Families experiencing difficulties meeting their fee obligation are required to contact either the Finance Manager or Parent Family Liaison (Accounts) via accounts@emmaus.vic.edu.au or 03 9854 3211 as soon as possible to discuss the terms and conditions of such arrangements.

Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A CSEF amount of \$225 per student per annum will be paid directly to Emmaus College and automatically allocated to expenses relating to camps, excursions or sporting activities for the benefit of your child.

For more information regarding CSEF including an information flyer and application, please visit [CSEF website](#).

Change of Family Circumstances

In the event of a separation or change in family circumstances, it is a requirement that the enrolment signees advise the College immediately. The payment of the tuition fee account does not automatically become the responsibility of one person as all parties have signed the student enrolment form agreeing that all parties are **'jointly and severally liable'** for meeting all College fees and charges.

All parties to the enrolment are required to complete and sign an amended enrolment agreement form which outlines the change in family circumstances and agreed split of fees. This agreement is only superseded by a valid Court Order.

The College reserves the right to automatically split the fee account 50/50 should an agreement not be reached between the signing parties.

Overdue Fees:

As Emmaus College is not fully funded by the Commonwealth and State Governments, the College is dependent on family fees to be paid. Parent(s)/Guardian(s) acknowledge their obligation to honour their payment of all fees and levies that are applicable when they sign the Acceptance Agreement on enrolment. Should an account be in arrears, the Family Debt Liaison Officer (Accounts) will contact the fee payer by email and/or telephone to remind the family of their obligation to pay the College Fees in full by the end of each year.

Should a family account be in arrears when future enrolment confirmations are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent.

As a matter of justice and fairness, where any account remains in arrears and all avenues to have the family recognise and action their fee responsibilities have been exhausted, the next step would be to seek approval to engage a debt collection agency and/or prompt legal action.

The College reserves the right to commence litigation and if a court order (judgment) is obtained, the parent(s)/guardian(s) credit rating will be affected as well as being liable for any costs associated with the collection of overdue fees.

Review

This document was approved in September 2019. It will be reviewed as required but no later than two years from the date of inception.