



Emmanuel College Tuition Fees and Charges Policy



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Emmanuel College is a school, which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated, and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

1. Delegation to Set and Vary Tuition Fees

1.1 The College Principal has delegated power to set and vary the tuition fees of the College.

2. Setting Tuition Fees, Levies and Ad Hoc

2.1 The College's procedure for setting tuition fees, levies and ad hoc charges recognises the significant contribution that the College makes to the cost of education through the generation of private income that includes the payment of fees by families.

2.2 The College sets and varies tuition fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.

2.3 Full Fee-Paying Overseas Students (FFPOS) are not funded by Australian or State recurrent grant funding. FFPOS tuition fees should be set at the local tuition fee amount and include the Australian and State government funding amounts and any other overhead cost relating to FFPOS.

2.4 The College tuition fees for FFPOS must not be subsidised by recurrent grant or private income received for/from local students.

2.5 The College tuition fees and levies are accessible in a variety of ways, including the College website at [Tuition Fees and Charges Summary 2024](#).

2.6 The College communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its tuition fees and levies.

3. Advice to Families, Invoicing and Collection of Tuition Fees and Levies

3.1 The College invoicing cycle and invoicing throughout the school year is as follows:

3.1.1 Families are invoiced all relevant compulsory and non-compulsory fees in full.

3.1.2 The College offers two options for paying fees:

- Payment in full by end of February to receive an early payment discount per student; or
- Direct Debit arrangement - fortnightly, monthly, or quarterly.

3.1.3 All fees must be paid by the end of November of each school year unless an approved agreement is in place.

3.2 The College is responsible for its own debt collection throughout the school year.

3.3 The College will make every effort to help families understand their obligation to pay tuition fees and levies.

3.4 The College will discuss payment of tuition fees and levies and establish a payment method with families at the time of student enrolment.

3.5 The preferred method of payment is direct debit, established as part of student

- enrolment prior to commencing at the College.
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached sensitively to protect the student as much as possible from the public embarrassment that could arise.
 - 3.7 All collection approaches to families will be based on appropriate pastoral procedures.
 - 3.8 A judgment by the College Principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.
 - 3.9 Parents/guardians/carers are to give one full term's notice in writing to the College Principal of cancellation of enrolment or withdrawal of a student from the College. If the required notice is not given, a fee of one full term's fees will be charged. A pro-rata rebate, adjusted for the one term fee, will be granted only if the required notice is given.

4. Fee Remissions and Concessions

- 4.1 The College will provide fee remissions/concessions to families in need, including students, who hold an HCC.
- 4.2 The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable) to the College Principal.

Procedures

1. Setting and varying tuition fees, levies, and charges

Tuition fees and levies will be reviewed and set annually, in sufficient time to advise College families of the following year's fees and levies.

When setting tuition fees and levies, the College Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the College, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.

Where the College accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

2. Billing tuition fees, levies and fee concessions/remissions

Tuition fee and levy billing and application of fee concessions/remissions are processed wholly within the College's accounting system, in accordance with the College's billing cycle.

All relevant compulsory or non-compulsory College fees are billed in full for all students.

The College is committed to providing family assistance/fee remission where practical and in the interest of equity and fairness to full-fee paying families, assistance is means-tested. The terms and conditions of such arrangements are outlined in the extensive application process for consideration.

3. Collection of tuition fees, levies and charges

The College Finance Team will establish a payment method with families at the time of student enrolment.

The preferred method of payment of tuition fees, levies and charges is direct debit,

established at the time of student enrolment.

Where payment is made in cash or on request, the College will issue an accounting system-generated receipt.

The College will issue periodic statements (at least once per term) to families to assist with fee collection.

If a family fails to keep up with their payment commitment, the Finance Team will bring the matter to their attention promptly and seek resolution. Debt recovery processes may need to be initiated, including follow up phone calls, letters, and formal debt recovery.

The College will follow up debt recovery in a sensitive, discreet, and confidential manner. Parents/guardians/carers will be invited to discuss the matter with the Finance Manager, Director of Business Operations, or the College Principal.

Whilst no child will be denied access to a Catholic education due to genuine financial hardship when families decide on a Catholic school for their children; they knowingly take on additional financial responsibilities associated with College fees, which must be honoured in accordance with normal commercial practices.

References

Enrolment Policy