



Fees Policy

Effective: August 2023

Review date: August 2026

Identity and Culture Committee

Vision Statement

We are a Christ centred community of learners with bold faith, brave spirits, strong minds, and compassionate hearts.

Mission Statement

Notre Dame College draws on the Catholic tradition, in dialogue with the community, challenging people to:

- make Jesus known and loved through an active faith life
- develop agency and capabilities for a better future
- be courageous, reflective and of generous spirit in their thinking and being, and
- be socially responsible, living in solidarity with others and the earth.

Policy

As a Catholic school, Notre Dame College is invitational in its mission of education and no student is prevented from attending through financial hardship.

Purpose

Fees and Levies collected at Notre Dame College are used for the following purposes which are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities.
- Provide essential resources, materials, facilities, and equipment.
- Assist with providing activities such as excursions.
- Support the College building program.
- Maintain buildings, grounds, and other facilities.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the College Business Manager for further information concerning the Concession application process.

Reference to the College Fee Concession Policy will bring additional clarity and information to this process.

Expectation

Fees and Levies are charged on a term basis prior to the term commencing in accordance with the College Schedule of Fees and Levies (available on our website in 2024).

Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

Where a Legal Guardian believes financial circumstances have arisen that will prevent or delay the payment of the College fee account, a variety of options are available:

1. Extension of Time.

If an extension is required, please contact the College Business Manager prior to the due date.

2. Payment Plans.

Payment of the fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and/or Business Manager.

Fee Concessions

In cases of financial hardship an application may be made for a fee concession.

A compassionate and just approach under the mission and values of Brisbane Catholic Education and Notre Dame College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concession applications are required to be completed by families once per calendar year.

Concession application forms are available at the College Office.

All matters are dealt with on a confidential basis.

Recovery of Unpaid Fees

In fairness to families who pay their fees and levies regularly and on time, the Business Manager will follow up all overdue fee accounts.

A reminder statement/notice/letter will be issued within seven days to any family who has not settled their account by the due date where a payment plan or other arrangements are not in place.

If payment or a suitable response is not received within seven days of the reminder statement, contact with the Legal Guardian will be made via telephone, mail, or email.

If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

Legal costs, direct debit rejection fees and any debt collection costs, or other costs incurred will be at the family's expense.

Agreed Payment Plans

As mentioned above, our college offers families the opportunity of paying the fee account by regular instalments over the course of the year.

All Agreed Payment Plans must be organised to include a regular schedule that will clear the College fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager.

Late Start Enrolment

New students entering Notre Dame College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Business Manager's discretion

Refund of Fees Paid

Should a student withdraw from the College during a school term, written notification must be forwarded to the Principal. Student textbooks, library books and laptops and all accessories are required to be returned to the College.

At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied, based on the number of weeks the student attended the College during the term.

If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and the existence of student waiting lists.