Fee and Levy Policy

Good Samaritan Catholic College aims to provide a quality education to all students and for this to be achieved, tuition fees and levies need to be charged.

Tuition fees and levies collected at Good Samaritan Catholic College are used for the following purposes which are aligned to the Vision and Mission of the College:

- Provide teaching, administrative and classroom support
- Provide essential resources, technology, materials, facilities and equipment
- Assist with providing activities such as excursions
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements
- Support the College building program
- Provide extra-curricular activities and arts programs
- Provide pathway choices for secondary students

The College charges a “Parents and Friends Levy (PFG)” to support the initiatives of the parents and community within the College.

For those families experiencing short or long-term genuine inability to pay tuition fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Finance Office to discuss ways in which we can support you.

College Tuition Fee and Levy Collection Process

1. College tuition fees and levies are charged on an **annual** basis in February and payable by term in accordance with approved School Fees Schedule and Policy for each year (available on our website). College tuition fees and levies are to be paid annually by due date, quarterly or via a payment plan (weekly, fortnightly, monthly, quarterly) by arrangement with the College, commencing in February.

2. Payment for Tuition fees and levies are due within 30 days from College Fee Statement issue date. The due date will be noted on the statement. Families will receive a 5% discount on Tuition Fees if annual fees and levies are paid in full within 30 days of annual fee issue. The College Finance team can provide the applicable discount calculation upon request.

3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the College fee account, a variety of options are available:

a) Extension of time - If an extension is required, please contact the College finance office before the debt is due.

b) Payment Plans – Payment of the College fee and levy account by regular instalments commencing in February. All payment plans must ensure that the account is cleared by the second week of November or as negotiated with the Principal and/or Business Manager.

c) Fee Concessions - In cases of financial hardship an application may be made for a fee concession on tuition fees only:

(i) Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent year will require a new application.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Good Samaritan Catholic College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility.
(iii) Concession application forms are available at the College finance office.
(iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

a) In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue College fee accounts.

b) A reminder statement/notice/letter will be issued to all families at the end of each term.

c) If payment or a suitable response is not received, contact with the parent will be made via telephone, mail or email.

d) If a satisfactory arrangement has not been reached, the account may be sent to the College's Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

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

Agreed Payment Plans

The College offers families the opportunity of paying fee accounts by regular instalments, commencing in February and finalising in November. Any extensions to agreed payment plans must be negotiated with the Business Manager. To establish a payment plan, use the FACTS Management link provided on BCE Connect, College Website or contact with the College finance office. Participation in **extra**-curricular activities and Instrumental Music may be impacted if school fees payment arrangements are not maintained.

Late Start Enrolment

New students entering Good Samaritan Catholic College after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term.

Withdrawal of Enrolment

Tuition fees and levies will be payable for the whole term in which the enrolment is terminated.

Student textbooks, library books and laptops and all accessories must be returned to the College. If College owned resources are not returned, the replacement cost will be invoiced to families. If any fees and levies remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees and levies in credit will be refunded.

Extended Leave/ Holding an enrolment place

Tuition fees and levies will be payable for the whole term in which extended leave is taken. 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.

Changes to Fee Responsibilities

Where a fee payer wishes to alter an arrangement, a signed **Revision of Financial Obligations Form** is required to record the new allocation of responsibility. If a fee payer seeks to end their responsibility for future fees, they must complete a **Termination of Financial Obligations Form**.
Terminations cannot be backdated, and the departing fee payer remains liable for any billed and unpaid charges up to the date the school receives written notice. The school will then seek confirmation from any

remaining account holders regarding ongoing payment arrangements. All changes must be supported by written consent from the relevant parties and processed in accordance with privacy requirements. Ongoing enrolment of the student cannot be confirmed until all relevant documents have been fully signed and returned to the College.

For further clarification regarding the above school fee and levy collection process, please contact the College Finance Office.