

# 8.01B

## MERCY EDUCATION LTD PROCEDURE 8.01B SETTING SCHOOL FEES AT MERCY COLLEGES

### Key Steps in Setting School Fees at Mercy Colleges

- B01 School fees will be proposed annually by the Principal, following advice from the Business Manager, and after review by the College Advisory Council.
- B02 The Board of Mercy Education Limited will be notified of proposed fee increases for the following year by the October Board meeting each year.
- Fee increases of more than 7% in one year require the prior approval of the Board of Mercy Education. Requests for such increases should be submitted to the Board in advance of the September Board meeting to allow requests for provision of additional information if necessary.
  - Such applicants will be notified by the board of its response by the end of October to advance the budgeting process.
- B03 In establishing its school fees and other charges, policy and procedures the following factors should be taken into account by Colleges:
- The accessibility of the College to Catholic families
  - An assessment of the internal and external factors affecting costs and income, including any changes to funding, staffing costs and the education component of the Consumer Price Index
  - Both the long term and short term financial planning for the College
  - The need for a transparency with, and lead time for, school parents who need to meet the revised fees
- B04
- Fees and their payment should be discussed with parents at the time of enrolment.
  - Relevant fee policies and guidelines should be made available at that time.
  - An acknowledgment of the fee collection procedures shall be included on the enrolment application form which shall, as a general principle, be signed by both parents.

- B05 a. A full statement of fees payable for the year should be provided to each parent at the start of the school year and periodic statements (e.g. per term) should follow.
- b. Concessions offered for more than one child attending the College should also be provided in the fee statement
- B06 Colleges should make provision for parents to pay by a range of alternative channels, such as cash, cheque, EFTPOS, credit card, direct debit, BPay and CentrePay.
- B07 All Colleges should include a fee payment option via instalments. Such an instalment plan should include school-initiated charging of bank accounts (direct debit) or credit cards.  
Parents may be actively encouraged or directed to participate in such instalment schemes, subject to the Board's clearly stated requirements to attend to the needs of the poor and disadvantaged.
- B08 Discounts to encourage early payment of school fees should not exceed 3% of the individual student fee for the year.
- B09 a. Procedures for partial or full remission of fees for reasons of financial hardship should be objective and transparent.
- b. Appropriate documentation of fee remissions must be maintained.
- c. Partial or full remission of fees for reasons of financial hardship should be reviewed annually.
- d. Where fees have been remitted for financial hardship, the Principal will consider any applications by the student to access optional school programs (such as instrumental music lessons, school formals, overseas or interstate travel programs) according to the local policy of the school.
- B10 Schools with existing staff discount programs should note that these can remain on offer until further notice. They can be extended to new staff members but the rates or range of discounts on offer should not be further extended.

### **Review History**

Approved May 2014

Revised November 2015

### **Next Review**

2018