



ASSUMPTION COLLEGE **WARWICK**

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COLLEGE BOARD FEE COLLECTION POLICY

RATIONALE:

The College receives funding from both Federal and State Governments intended to cover wages and salaries. All other operational costs of the College must be funded from the collection of fees and levies. As a member of the Assumption College community, each parent/guardian has a commitment to fulfil their financial obligations so that the College can continue to maintain a quality education for all students.

VALUES:

Values underpinning the collection of school fees include Equity, Justice, Dignity, Compassion, Commitment and Respect for individual circumstances.

POLICY STATEMENT:

Parents/Guardians are expected to pay all fees and levies charged by the College. The College is aware, however, that from time to time some parents/guardians find themselves in financial difficulties. Following consultation with the Principal, every compassionate consideration will be given to families who genuinely cannot meet their fee commitments.

GUIDELINES:

- Accounts detailing fees and levies charged will be issued by the College quarterly and are payable within 30 days of issue.
- Any arrangements to vary the terms of payment e.g. fortnightly, monthly etc. must be made with the College Finance Officer.
- Parents/guardians who have difficulty meeting College fees are expected to contact the Principal to make alternative arrangements. Alternative arrangements are reviewed annually or as circumstances alter.
- For those parents/guardians who do not pay fees and who have not made special arrangements with the Principal, the collection of fees and levies will be conducted on a commercial basis as follows:
 - (i) A reminder by way of letter from the College Finance Officer will be sent within seven days after the due date on all outstanding accounts.
 - (ii) Accounts which remain outstanding 14 days after the reminder letter in (i) will receive a letter from the Principal reminding them of the obligation and expectation to pay within 7 days.
 - (iii) If there is no response to the Principal's letter within 7 days, the account may be placed in the hands of a Debt Collection Agency.
 - (iv) Failure to respond to the Debt Collection Agency may result in the initiation of legal action to recover debt.
 - (v) When a student leaves the College with outstanding fees or levies, any monies held on behalf of the parent/guardian including Textbook Hire, will be credited against the debt owing and action to recover the remainder of the debt instigated.

Date of Approval: May 2015

Date of Review: May 2018