



FEE COLLECTION POLICY

RATIONALE

Loreto Normanhurst aims to be as financially accessible as possible to families who wish to be part of the community and whose values are congruent with the School. The Loreto Normanhurst Fee Collection Policy sets out the guiding principles that Loreto Normanhurst will generally follow in relation to the collection of fees. The School expects that families will honour their financial commitment to pay fees and related charges.

A clear Fee Collection Policy is an essential step toward ensuring the long-term viability of the School by minimising the level of outstanding fees and ensuring fees are paid as they fall due. The fees collected at Loreto Normanhurst are used for the following purposes, which are essential in providing a high quality Catholic education:

- Providing teaching, administrative and facilities for students and staff;
- Providing resources, materials, facilities and equipment;
- Providing an environment desirable for effective learning;
- Maintaining buildings, grounds and other facilities;
- Providing activities and excursions conducive to enriching the curriculum; and
- Such other matters required for the operation of the School as determined by the Principal.

The Principal will be the final arbiter of all decisions in relation to fee collection.

AT ENROLMENT

The procedure for application of enrolment of a new student requires parents/guardians of the student to enter into an Enrolment Agreement (Acceptance of Enrolment) with the School. This is a binding contract. Parents/guardians are required to sign this Agreement and acknowledge that all signatories are jointly and severally liable for the payment of fees.

TERMS OF PAYMENT

The School's published Fee Schedule advises the due dates for the payment of fees. The School may change the due date for the payment of fees from time to time.

School fee accounts are currently issued approximately 3 weeks prior to the commencement of each school term with fees payable by the due date stipulated on the statement.

To remain a student at Loreto Normanhurst, it is a condition that parents/guardians meet their obligations to pay school fees as they fall due.

Loreto Normanhurst Acceptance of Enrolment form states: "All fees and charges must be paid by the due date. In the event of fees and charges not being paid, a student may be precluded from any curricular or extra-curricular activities and remain at Loreto Normanhurst only at the discretion of the Principal and School Board."

A student will not be permitted to attend co-curricular or sporting excursions, tours or camps or other School related programs such as overseas exchanges, unless all amounts owing to the School have been paid in full, including the costs associated with the excursion, tour or camp.

The Principal reserves the right to discontinue enrolment, temporarily or permanently at any time and without notice, if fees remain unpaid.



Children of parents/guardians with outstanding fee balances at the end of the calendar year will not be allowed to return to School until all outstanding balances are paid and/or an agreed and signed instalment plan is approved by the Principal. In addition, no new enrolment will be permitted for a new student from the same family should any fees remain outstanding at the end of the calendar year, unless by prior arrangement with the Principal.

The School also reserves the right to cancel any future student confirmed or accepted position where fees relating to the same family remain outstanding.

OVERDUE ACCOUNTS

Once an account becomes overdue they are then referred to as a 'debtor'. The School will pursue payment of fees where no agreed arrangement has been made for delayed payment. This can ultimately mean the use of a debt collection agency or the legal system, where requests for payment by the School have failed. All additional charges incurred in recovery will be on-charged to the debtor.

Administration charges will be imposed on unpaid tuition fees from the due date of the account on any amount outstanding after twenty-one (21) days. It is the responsibility of parents/guardians to ensure that remittances are made in good time to avoid the imposition of administration charges. The administration charge for overdue accounts may vary from year to year.

Once an account has been handed to the collection agency the matter effectively passes out of the School's control and all negotiations for payment must then be made with the agency directly.

PAYMENT ARRANGEMENTS

If a family believes they will be unable to pay the fees by the due date, they should contact the Business Office before the due date to discuss the matter. From time to time the School may agree to a payment arrangement depending on the circumstances, but any such arrangement is required to be approved by the Chief Operating Officer and the Principal.

When a payment schedule is agreed between the School and the family, the terms and conditions will be formalised in writing. If the debtor fails to comply with the payment schedule the entire debt and any associated fees and charges becomes immediately due and payable. The School may at its discretion refer the debt to the collection agency or take/resume any other legal action to recover the debt without further notice to the debtor.

CHANGE IN FINANCIAL CIRCUMSTANCES

If a family is experiencing difficulties in paying their fees, contact must be made with the School as soon as possible, preferably prior to the fee due date. The School may then possibly be in a position to offer some assistance to the family. This may be in the form of extending the time to pay the fees or offering a payment by instalment option. In cases of extreme financial hardship, the School may consider granting a fee concession which is at the discretion of the Principal.

FURTHER INFORMATION

The School may update this policy at any time and any alteration will be binding on parents/guardians as if originally embodied in the Policy. One term's notice of any alteration will be given.



This policy is located on the HR section of the Staff Intranet.

Version	Approved By	Version Date	Comment	Policy Owner	Next Review
1	Leadership Team	2017	Original	Chief Operating Officer	2018
2	Leadership Team	2018	Review, no change	Chief Operating Officer	2019
3	Leadership Team	2019	Revised	Chief Operating Officer	2020