



# ST DOMINIC'S COLLEGE

## FEE COLLECTION POLICY

St Dominic's College has a commitment to providing Catholic Education in the Edmund Rice Tradition and enrolment to all applicants is in accordance with the published Enrolment Policy. St Dominic's College is a non-profit organisation and as such acceptance of enrolment into St Dominic's ordinarily involves a responsibility and commitment to pay School Fees as they fall due for payment.

Except where specially noted, in interpretation of the following, the words 'school fees' and 'fees' should be taken to include School Fees, Diocesan Building Levy and any other fees or charges as advised by the College from time to time.

### FEES

1. All fees are due and payable within approx. 6 weeks of the date the College Fee Statement is issued.
2. In justice to families who pay their fee account regularly and on time, the College will rigorously follow up all overdue accounts.
3. For students not enrolled at the school for the full year, fees will be payable on a pro-rata basis, based upon the number of weeks attended over the year (40 weeks). Attendance for part of a week will be deemed a full week for the purposes of this calculation.
4. Absence during the whole term, part of the term or from a scheduled compulsory activity does not remove the obligation to make payment of all of the term's fees.
5. Except in unforeseen circumstances, a full term's notice in writing must be given to the Principal before a pupil is withdrawn from the College and in default of such notice, a full term's fee (10 weeks) will be payable.
6. Parents will be charged for the replacement cost of damaged or unreturned text books.
7. On termination of enrolment any adjustment to fees already paid will be at the sole discretion of the College.
8. Where fees and charges are not paid in full and an acceptable arrangement has not been made, the debt will be referred to Director of Business Services. If a suitable plan is not implemented at this point a meeting with the Principal will be requested. Exclusion of a student from activities may be considered or referral to a Collection Agency may be sought for the recovery of any overdue amount due and payable by the parent(s) or guardian(s).
9. In addition to any action taken to recover outstanding fees, the enrolment of the student(s) may be discontinued.

### FINANCIAL ASSISTANCE

1. Sibling Discount - Reduced levels of Tuition Fees are available for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> child of a family attending a Catholic Systemic school within the Diocese of Parramatta, St Dominic's College Penrith by making application on the online Sibling Discount Form.
2. Financial Hardship - No child will be refused a place at St Dominic's where genuine financial hardship is experienced. In these circumstances parents should consult with the Principal/Director of Business Services to discuss arrangement options.
3. Fee Concession - Available by application for short term financial assistance, generally for current year fees. Concessions will be determined on the basis of a just and equitable formula in consultation with the Principal and College Board Fee Committee.

### PAYMENT OPTIONS

The following payment methods are available:

1. BPAY - this is the **preferred payment option**
2. BPoint Direct Debit - Payments deducted from your nominated account. Contact Fee Office for Authority Form.
3. On-line Credit Card Payments - via St Dominic's College Website [www.stdominics.nsw.edu.au](http://www.stdominics.nsw.edu.au)
4. EFTPOS - payment in person at the Fee Office or over the phone.