



# MATER DEI

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## CATHOLIC COLLEGE

### REFUND POLICY

**Purpose:** This policy outlines the College's expectations in relation to the establishment and collection of school fees.

**Relevant to:** All Members of Staff

**Responsible officer(s):** Principal  
Finance Manger  
Leadership Team  
Office Staff

**Date of Introduction:** October 2018

**Date of Review:** October 2021

**Modification History:**

**Related Policies:**

## **Vision**

In keeping with the vision statement of the Diocese of Wagga Wagga, Mater Dei Catholic College strives to be a nurturing community which;

- Is founded in Catholic faith, justice and love
- Is inclusive
- Is learner centred
- Seeks excellence and wisdom

## **Mission**

*"The person of each individual human being, in her or his material and spiritual needs, is at the heart of Christ's teaching; this is why the promotion of the human person is the goal of the Catholic School."* JP11 (#9)

As nurturers,

We are called to;

- Care for each individual, affirming their dignity and uniqueness
- Foster the right relationships with God, creation, self and others
- Provide particular attention to those most in need
- Build a welcoming, safe and supportive school environment

*"The Catholic School fosters a particular climate where students, teachers, parents, clergy, non-teaching staff and the wider community feel welcomed and valued."* (Barry Dwyer)

We are entrusted to;

- Nourish our spiritual life and ministry
- Connect with the Parish, Diocesan and wider community
- Strengthen relationships and communicate between members of the education community
- Make present the spirit of Nano Nagle, Edmund Rice and Mary, Mother of God

*"...knowledge set in the context of faith becomes wisdom and life vision."* JP11 (#14)

As faithful we are called to;

- Strive for an understanding of ourselves and others as dignified and loved by God
- Value the unique contributions made by each person
- Practice justice through tolerance, empathy and service
- Pray, celebrate and evangelise with a Catholic perspective
- Build hope in a faith filled future

*"...all human values find their fulfillment and unity in Christ."* JP11 (#3)

*"...there is no separation between time for learning and time for formation, between acquiring notions and growing in wisdom."* JP11 (#14)

As learners we are encouraged to;

- Develop the values, knowledge and skills necessary to undertake lifelong personal, spiritual and intellectual growth
- Strive for excellence through programs which cater to the needs, interests and abilities of the individual

## Policy Statement

### **1. SCHOOL FEES COMPONENTS**

School Fees typically include Tuition Fees, Technology Levy, Enrolment Fees, Course and Excursion Fees as well as other year based charges.

A significant proportion of a school's operational expenditure is met by Tuition fees and charges.

#### *1.1 Tuition Fees*

Tuition Fees are set by the College each year and assist with operating costs. CEDWW charges a per capita levy to assist with the costs of salaries, workers compensation insurance, public liability insurance, student accident insurance and other operating expenditure.

#### *1.2 Technology Fee*

The Technology Fee is set by the College and is used to pay for student laptops and technology.

#### *1.3 Enrolment Fees*

The Enrolment Fee is a fixed fee payable upon confirmation of enrolment and covers the cost of administrative work involved in processing applications for enrolment. It is credited against Schools Fees account on commencement of attendance.

The Enrolment Fee is non-refundable except in special circumstances and at the discretion of the Principal.

#### *1.4 Excursion/Activity Costs*

Refunds requested by parents/carers for excursions or activities will be made if the College has not already passed the funds onto the provider. The College reserves the right to utilise refunds as a contribution to school fees in arrears and as such any refunds obtained in this circumstance will be credited to the school fee account.

### **2. FAMILY DISCOUNT**

A family discount is in place for children attending Mater Dei Catholic College and Kildare Catholic College, in accordance with Diocesan Policy. Details are:

1 <sup>st</sup> Child	Full Fee
2 <sup>nd</sup> Child	Full Fee
3 <sup>rd</sup> Child	10% off the third child's school fees.
4 <sup>th</sup> Child	20% off the fourth child's school fees.
5 <sup>th</sup> Child	30% off the fifth child's school fees.

### **3. PAYMENT UPFRONT**

Specifically, at Mater Dei, a 5% discount will be given to those families who pay their school fees upfront by the nominated date in March each year.

### **4. PAYMENT OF FEES FOR MID YEAR ENROLMENT**

Should a student enrol at Mater Dei Catholic College after the start of the year, the fees are apportioned to the time spent at the College during that year. For example, if a student has an enrolment date that is at the beginning of Week 5, Term 2 the fees are only charged for the twenty five weeks left of that school year.

### **5. TUITION FEES FOR YEAR 12 STUDENTS**

Although students enrolled in the final calendar year of Year 12 have less attendance weeks relative to students in other scholastic years, the full annual tuition fee is still applicable.

### **6. FEE CONCESSIONS**

Inability to pay school fees does not exclude a child of a family genuinely committed to Catholic faith and practice from attending Mater Dei Catholic College.

Arrangements for fee concessions are available to parents/carers in situations where pressing financial circumstances mean that it is impossible for them to make full fee payments.

Requests for fee concessions, other than on the basis of Health Care Card / Pension Concession Card, require an interview with the College as part of the assessment of the request.

The value of the fee reduction will be determined after due consideration, taking into account all relevant circumstances.

Once agreement has been reached in relation to applications for School Fee concessions a formal document outlining the terms of the agreement is agreed by the Principal and the parents/carers. A copy of the agreement should be provided to the parents/carers and the original kept on file at the school. Any subsequent alterations to the agreement should be recorded in the same manner.

#### *4.1 Health Care Card / Pension Concession Card*

Families in which parents hold a valid Health Care Card / Pension Concession Card and who are experiencing genuine financial hardship are able to apply for a special concession for the tuition fees component of their children's school fees account.

Parents seeking fee concession on this basis are required to complete an "Application for School Fee Concession" form available from the Finance Manager. Tuition fees are adjusted on receipt and processing of the completed application form.

The Principal may, at her/his discretion, include an interview in the processing of an application for tuition fee concession by parents who hold Health Care / Pension Cards.

## **7. TUITION FEE REFUNDS FOR STUDENTS WITHDRAWING FROM SCHOOL**

Parents and/or carers may apply for a refund of tuition fees paid in advance when students are withdrawn from the College, relative to the date of enrolment ceasing. When a student leaves the College, the fees are generally credited with that portion that is left for the school year.

The following general principles apply to the refund of tuition fees:

- Written notification of a student's withdrawal is to be provided to the Principal as soon as possible.
- Refunds are applicable to the tuition fee component of school fees only
- Parents and/or carers are required to make written application to the Finance Manager for a refund of tuition fees paid in advance of enrolment ceasing
- Tuition fees equivalent to two school weeks' or less in advance will not be refunded
- Refunds are based on the tuition fee per week. Tuition fee refunds for students withdrawing in the final calendar year of Year 12 are to be calculated relative to the formal attendance period. For example, if a Year 12 student withdraws from school in Week 4 of Term 3, the refund of tuition fees, if applied for, would be based on the remaining weeks of Term 3 and will not include Term 4.

## **8. REVIEW PROCESS**

This policy is reviewed on a regular basis by the College in accordance with CEDWW requirements.