



School Fees Policy

Rationale

Nagle College is the Catholic Secondary College of East Gippsland. It seeks to provide enrolment for all students who are committed to respecting Gospel values and the Catholic philosophy of the College as well as the College's educational values. Enrolment of Nagle College is open and inclusive. John Bosco's mission calls us to reach out to boys and girls on the margins and to provide an education that liberates them in our society. Where the number of enrolment applications exceed the available places, the College will give priority to applications in accordance with the Catholic Education Office Diocese of Sale Enrolment Policy for Secondary Schools.

Nagle College has a mission of instilling in its students the necessary self-belief, knowledge and skills to meet life's future challenges. It does this through the provision of a diverse curriculum, which delivers a quality educational experience. The richness of this experience is largely a function of the school's available resources.

To meet financial commitments incurred in providing the curriculum, infrastructure and support services, Nagle College charges a tuition fee. Fees are set to meet the costs of all curriculum, programs, capital and maintenance works not covered by government grants. Fees are set with the expectation that all families who are able to pay fees pay the amount as advised, by the due date, as a matter of justice to other parents and students. However, in line with the College's mission statement and the College commitment to the charism of John Bosco, no student will be disadvantaged in seeking enrolment because of their family's financial circumstances.

Mission

So that all members of the Nagle College community can live out the College motto "Let your light shine", we will:

Provide innovative, inclusive, and engaging educational pathways that enable students to develop their potential to become lifelong learners in the 21st century.

Scripture

"Whoever has two coats must share with anyone who has none; and whoever has food must do likewise."
Luke 3:11

Policy

Nagle College will have a fee structure that meets the costs of all curriculum, programs, capital and maintenance works not covered by government grants.

Nagle College expects all families to pay fees, to pay the amount as advised, by the due date.

This policy is guided by the Diocese of Sale Catholic Education Office School Fees Policy, Enrolment Handbook and Application for Enrolment Form and is committed to the rationale that no Catholic student will be denied a Catholic education because of a parents' inability to pay tuition fees.

Issued September 2022
Review September 2025

Business Manager
Endorsed by College Advisory Committee



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For the purposes of this policy 'Parent(s)' means a natural or adoptive parent or parents of a child, the legal guardian or guardians of a child or any other person/persons who have assumed responsibility for a child and for the payment of fees and levies relating to a current student, prospective student or past student.

Fees and Fee Guidelines

School fees are set each year following consultation with the Nagle College Advisory Committee after reviewing the financial needs of the school and being mindful of the general community's capacity to pay. Annual percentage increments generally respond to educational CPI movements and in particular take account of movements in salaries for teachers and other staff.

The annual School Fees are a basic tuition fee, which incorporates numerous items including the following:

- Resource and reference material, reports, certificates, awards and presentations
- Administrative fees
- Transport for camps/retreats
- Subsidy for school excursions, Swimming Program, Mathematics and English Competitions
- VCE subjects
- Senior Retreats and Junior Camps
- College Diary (replacements to be paid for)
- Student ID Cards (replacements to be paid for)
- One School Yearbook and annual Calendar (additional copies to be paid for)

Additional charges

Some extra costs which are charged on a user pay basis that also appear on the Fee Account include items such as:

Laptop:	An annual fee per student according to the Student Laptop Agreement
Laptop repair:	Service charges, Insurance excess (where applicable), non-accidental repair/replacement costs, replacement costs as a result of theft/loss – refer Student Laptop Computer Agreement
Orbost/Nowa Nowa Bus:	An annual fee per student
VET:	An annual fee per student per subject
VCAL:	An annual fee per student
Instrument Hire:	This fee varies, depending on the type of instrument hired
Instrumental Lessons:	A fee per student.

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Family Fee Discount

Families with multiple students attending the College are provided with a discounted 'Family Fee' in recognition of the additional costs of raising larger families.

Where a Family Fee is provided the fee per student levied to parents will represent an equal portion of the total Family Fee (i.e. The Family Fee divided by the number of students). To state this in another way, the Family Fee discount will be applied equally to each individual student's school fees.

Split Fees and Family Discount

Where school fees are split between responsible parties, separate school fee accounts will be maintained. In such situations, only persons taking responsibility for all or part of a student's fees will be entitled to the discounted Family Fee for a student and to have that student considered as part of their 'Family' for the purposes of calculating the Family Fee applicable.

The discounted Family Fee per student is calculated prior to any split of fees that may occur.

In addition to the multiple student family discounts, further discounts may be offered for payment in full by nominated dates. Any discounts offered and the relevant dates will be set each year as part of the fee setting process.

Expectations with Respect to Fees and Payment

School fees are payable in advance and unless otherwise agreed, parents are required to pay each term's fees (1/4 of annual fee) during the first week of each term. Accounts for annual fees are forwarded prior to the start of Term 1, with progress statements forwarded throughout the year.

For budgeting purposes, parents may elect to spread the annual fees over the year and pay monthly (10 months), or weekly (40 weeks).

The school has an EFTPOS facility, accepts major credit cards, can arrange a Direct Payment system with the parent's bank, can receive CentrePay payments and has also implemented the BPAY system.

Should parents experience financial hardship during the year and find fee commitments difficult to honour, contact should be made with the Business Manager without hesitation or embarrassment. Where situations of genuine financial hardship arise, the College will always take a pastoral view and make arrangements for fees to be paid according to the means available, though, in all circumstances, as a matter of equity and justice, some contribution toward fees is still required.

Where parents are in arrears and have had discussions with the Business Manager for alternative fee paying arrangements, there is a requirement for these parents to make contact with the Business Manager annually to up-date the school's understanding of the parent's financial situation.

When families decide on a Nagle College education for their children, they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices and this includes servicing arrears balances after students have ceased



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attending the College. The signed Enrolment Form gives legal effect to these responsibilities and will be relied upon by the College to determine the onus of responsibility. Where parent circumstances change subsequent to the signing of the Enrolment Form, and a change in fee responsibilities is sought, all parties will need to agree and advise the College in writing. If one parent elects to no longer support the student(s) attending Nagle, then a new Enrolment Form(s) will need to be completed and signed.

Fee Concessions/Remissions

As described above, fees discounts are attributed to families who have more than one child attending the College. Further discounts may also be offered for early payment and payment in full by the nominated date.

In circumstances of financial hardship a reduction in the amount of school fees payable (Fee Remission) may be considered upon receipt of a written application from the parents. Fee Remission application forms are available upon request from the Finance Office. It is a condition of any application for Fee Remission that applicants provide full financial information and any other information reasonably required by the College. An application for Fee Remission without complete financial documentation will be declined.

The Principal and Business Manager will consider each application and determine the level, if any, of Fee Remission to be provided. A de-identified list of remission granted will be provided to the Advisory Committee Finance Sub Committee on a regular basis.

Any Fee Remission offered will only be applicable to the current school year fees. Previous year balances will remain outstanding until resolved. A new application will need to be completed for each year; approval of Fee Remission in a previous year does not automatically guarantee approval for subsequent years.

The Business Manager will write to the parents advising them of the outcome of their application.

Fee remissions will only be considered for School Fees (i.e. the basic tuition fee). Assistance is not available for payment of additional charges, such as, books, stationery or uniforms, extracurricular activities or external charges.

Commencement or Departure of Students During Term

Where students are admitted during a term, parents will be charged fees on a pro-rata basis. If a student leaves the College, no refund will normally be made for the unexpired portion of a term already begun, and any arrears are to be paid in full.

Optional and Non-Compulsory Activities

All optional and non-compulsory activities (including electives and some excursion costs) are to be paid for in advance and prior to participation. Extra-curricular activities such as the Presentation Ball, Valedictory Dinner, Music Tour, etc. are all “user pays” activities, payable prior to the event. Charges for these activities cannot be charged to the school fee account.

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Parents of students who are in receipt of fee remission assistance, or who have arrears with their school fees, should note that their children generally will not be able to participate in the following school activities. This restriction applies irrespective of who may be funding the student's participation in the activity:

- Overseas trips
- Music including Band Tours
- Duke of Edinburgh
- Other non-core school activities – e.g. Canberra trip, Soccer trip, etc., as decided by the Principal.

Collection of Unpaid Fees

Where fees remain overdue after the College has made every effort to contact and make suitable repayment arrangements with parents, the College reserves the right to pursue the payment of any outstanding fees or charges through alternative means, including the use of debt collection agencies and legal action.