Fees Policy

Policy & Procedure

St Michael's COLLEGE

PURPOSE

When determining school fees the St Michael's College, Adelaide Board considers the level of affordability for all families; the need for quality teaching and learning programs and providing physical resources that support the effective and sustainable operation of the College.

STATEMENT

Enrolment Application Fees

An Enrolment Application fee is payable upon lodgment and an Acceptance Fee payable upon the acceptance of the enrolment offer. A portion of the Acceptance Fee is credited towards tuition fees after commencement. Both fees are non-refundable.

Refer to the current Enrolment Application Form for further details.

Tuition Fee

Annual tuition fees are based on a child's year level. Fees are invoiced and emailed to families, in full, at the beginning of Term 1 and can be paid by instalments from February to November of the year due. The tuition fee covers most educational materials and resources for the year, including costs for sports teams, and the majority of year level excursions.

Non-compulsory excursions, including interstate and overseas trips, are invoiced separately and are not included in annual tuition fees.

As part of the Integrated Learning Technology Program, each student is provided with an electronic device to support their learning: an iPad for Reception to Year 6 students and a laptop for students in Years 7 to 12.

University Extension Program

The cost of undertaking the Year 12 University Extension Program varies between universities. The College will generally contribute 50% of tuition costs. Refer to the University Year 12 Extension Programs Policy for further information.

Vocational Education and Training (VET) Fees

The cost of VET courses varies greatly. The College will generally contribute 50% of all training fees (parents cover the remaining 50%). Please refer to the VET Policy for further information.

Building Fund Levy

The College is proud of its facilities, and these are enhanced by the significant assistance from parents through contributions to the Building Fund. The Building Levy; is a tax deductible, non-compulsory

annual contribution, charged on a per family basis. This levy allows for the continued upgrade, maintenance and improvement of the facilities of both the Primary and Secondary Campuses.

The Building Fund Levy is included on family accounts as part of the College's annual fee billing. Families who do not wish to make this voluntary contribution may request that the levy be removed from their account within 30 days of receiving their fee statement by contacting the College Fees Department at fees@smc.sa.edu.au.

Fee Due Dates and Payment

St Michael's College issues a single invoice for the annual tuition fees in late January each year. You are offered the option of finalising the total account within 30 days of the date of invoice and receiving a 3% discount on the tuition component, or by making periodic payments through direct debit.

FACTS Information

The College partners with FACTS Management Australia to provide a self-service portal for all parents/guardians to manage and pay all school fees and charges. FACTS is an authorised provider within the financial services sector and complies with the industry's highest data and transaction security (PCI-DSS Level 1) standards.

Families new to the College community will receive information from FACTS Management that includes instructions on creating an account and setting up a payment plan. Once the email from FACTS is received, parents/guardians must register and nominate their preferred payment schedule e.g. quarterly, monthly, fortnightly, weekly. FACTS direct debit arrangements will automatically roll over from year to year. The College will communicate with parents/guardians about their adjusted payment amounts within a timely manner following the commencement of each school year.

Family Discounts

When a family has two or more children attending the College at the same time, the following family discount is applied:

Second child:	12% discount on the tuition fee
Third child:	22% discount on the tuition fee
Fourth and subsequent children:	No tuition fee is charged for the fourth and subsequent children whilst all children are attending St Michael's College.

When determining whether a family will receive the discount, consideration will be given to circumstances such as whether the children are all enrolled under the same party's name or if the family member can demonstrate full financial responsibility for the children's tuition fees.

School Card Discount

School Card Discount (50% of tuition fee)

Families who may qualify for school card discount must complete either Form A – Income Audit or Form B – Self Employed, Hardship or Change in Circumstances. The forms can be downloaded from the Department for Education (DfE) website or by contacting the College Accounts Receivable Officer at the Secondary Campus.

Families applying for school card using Form A are advised to return the form to the Secondary Campus before the end of January each year. School card applications close at the end of October in line with the strict DfE deadline. The College provides a 50% discount on tuition fees to approved school cardholders.

Families applying for school card using Form B are advised to return the form to DfE before the end of January each year. The School Card discount will be processed when eligibility is confirmed by DfE.

The College does not prepare the School Card discount until DfE confirms a family's eligibility. Form A and Form B applications are treated equally.

Early Payment Discount

Families who pay the annual tuition fee and building fund levy in full by the due date are entitled to an early payment discount of 3%. Part year enrolments are eligible for the discount if the account is paid in full within 30 days from the date of the invoice.

Splitting Family Accounts

Accounts will not be split unless a Court Order specifies this requirement. Parents requesting accounts to be split must provide a copy of the Court Order. Parents must make their own arrangements regarding the payment of accounts. It is the legal responsibility of each signatory on the enrolment contract to pay all tuition fees.

If both parents/guardians have signed the Application for Enrolment, a parent/guardian cannot remove themselves from the enrolment contract without the consent of the College *and* the other parent/guardian. Accordingly, unless the College agrees, the legal liability for the payment of the fees remains in accordance with the enrolment contract. The parents/guardians of the student remain jointly and severally liable for the payment of all school fees and charges, and the College will not set up a split account to reflect any private arrangement between the parties.

In the event of a relationship breakdown, St Michael's College is not a party to any determination of the Family Court. Both parties to the enrolment contract with the College will be pursued jointly and severally for payment of outstanding fees and charges.

Fee Remission for Families in Financial Difficulties

Families experiencing financial difficulties, including families whose only income is Centrelink payments, should contact the College Accounts Receivable Officer to discuss financial circumstances. Fee remission applies to current year only and is provided on a case-by-case basis.

The following documentation is required for assessment of fee remission:

- Application for Special Financial Consideration form.
- Proof of income – ATO assessment notice and ATO full Tax Return.
- Copies of Centrelink documents.
- Proof of mortgage/rent repayments.

Withdrawal / Late Commencement

The College makes resourcing and planning decisions and allocates personnel and other resources on the assumption of a student's continuous enrolment with the College, such that the College will suffer loss if a student's enrolment is terminated without sufficient written notice being provided to the College.

Parents/Caregivers must provide at least one term written notice to conclude enrolments prior to the completion of Term 3. Notice of withdrawal must be given in writing to the Principal or Registrar. Where there are two parent/caregiver signatories, both parties are jointly and severally liable for fees and charges. Additionally, to conclude an enrolment, both parties must provide written notice to the College.

Verbal notification to a staff member other than the Principal or Registrar is not considered due notice. Failure to provide the required notice will result in fees for the following term, depending upon circumstances.

Should less than one terms' written notice to conclude enrolments prior to the completion of Term 3 be provided, enrolling parties will remain liable to pay the tuition fees and other associated costs for the following term.

If parents/caregivers wish to terminate a student's enrolment for the following school year, notice of a student's withdrawal must be given in writing to the Registrar prior to week 4 of Term 4. Should such notice not be provided within that timeframe, enrolling parties will remain liable to pay tuition fees and other associated costs for Term 1 of the following year.

A pro rata portion of the relevant fees will be charged (or rebated) if students commence or finish their studies partway through a term (although if insufficient notice of such withdrawal is provided, then the

above mentioned charges will be applied).

In all cases, no rebate applies to students who leave after Term 4 has started, even if one month's written notice was provided.

Student Extended Absence on Family Holidays

Payment of fees are still required where a student is absent from school for any length of time, for example overseas trip, holiday, sickness.

Late Payment Fee

An Administration Fee will be charged for all accounts paid after the due date, unless prior arrangements have been confirmed in writing by the College.

Overdue Accounts

The College reserves the right to pass overdue accounts to a debt collection agency. If this occurs, families are responsible for the payment of the collection costs as stated in the declaration in the Enrolment Contract. Any default debt may also be reported to a credit reporting agency.

RELATED POLICIES, PROCEDURES AND SUPPORT DOCUMENTS

This policy is to be read in conjunction with the following documents:

- School Fee Schedule
- Student Absence – Extended absence on family holidays in Term time
- Enrolment Policy

REVIEW RECORD

Approval Authority: St Michael's College, Adelaide Board
Reviewed: November 2026

Next Review: November 2027