



Trinity College

SCHOOL FEES & COLLECTIONS POLICY

Tuition fees, capital levy, Parents and Friends levy, general purpose and subject levies are invoiced to families in accordance with the provisions of the School Fee Statement. In order to facilitate the prompt and correct invoicing of Term accounts and the subsequent timely collection of monies, the following time frame for the generation and distribution of accounts should be followed:

1. Between October and early December each year Brisbane Catholic Education advises minimum tuition fee and capital levy rates recommended by the Finance Committee of the Brisbane Archdiocesan Catholic Education Council for the following year.
2. The Principal and Finance Committee of the College review the recommended fee structure, and may adopt the recommended rates for the following year, or may, at their discretion, apply an increased amount.
3. A Schedule of Fees, incorporating tuition fees, capital levy and P & F levy for the following year is compiled by the Business Manager and signed by the Principal. General purpose and subject levies are listed separately.
4. The College Finance Program is updated early in Term 1 of each year with appropriate charges for tuition fees, capital levy, P & F levy, general purpose and subject levies.
5. Applications for concession are assessed and concessional fees are set by the Principal. The Business Manager will use a "Concession Calculation Form" which he/she completes and passes onto the Principal for approval, thereby authorising placing of the relevant family on concessional fees, and also authorising any adjustment to fees which may have already been invoiced.
6. The review of families on concessional fees continues during the course of the whole year. The Business Manager may interview relevant families when necessary to determine, as far as possible, the accuracy of their applications.
7. Families with sibling students at other Brisbane Catholic Education Schools are granted a discount of an appropriate proportion of the tuition fee and capital levy for the students attending Trinity College. This information is obtained from the Enrolment Form for each student, or by family initiated contact with the College. The enrolments at other Brisbane Catholic Education Schools are verified annually, and an appropriate discount applied to the family account.
8. Early in Term 1 of the new scholastic year, the fee and levy generation processes are commenced. A minimum period of four weeks is allowed for payment of the account. Accounts are distributed to families via email or mail on request.
9. On expiry of the due date, an Account Rendered – Reminder Notice is sent in the same manner as the account is distributed, giving families fourteen days to make payment. If a suitable response is not received within fourteen days a member of the College finance department will make contact with the family.

10. If suitable arrangements are unable to be made following the sending out of a reminder notice and personal contact, the principal will send out a Final Notice giving a further two weeks to pay.
11. If, after two weeks from sending the Final Notice letter, no satisfactory arrangements have been reached and there appears to be no other workable solution, then the account may be sent to a collection agency.
12. All debt contact with families is noted in the financial comments area of the College finance program, and all hard copy of correspondence is filed in the family financial files.
13. Early in terms 2 and 3 term accounts are issued to families, under the same processes and procedures listed above. Fees for term 4 are due and payable within four weeks of being issued to families due to the request for the general purpose and subject levies to be paid prior to commencement of the new scholastic year.

Exited Students Refund Policy:

1. Should a student leave the school during a school term, written notification must be forwarded to the Principal. Student text books, library books, laptop and all accessories are to be returned to the College.
2. At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the School during the term. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.
3. The Business Manager will review and summarise all family accounts of exited students and will recommend appropriate action for recovery of arrears to the Principal for assessment and direction. All directives will be actioned by the Business Manager who will continue to monitor all promised monies, making an appropriate record of all correspondence regarding same.