Fee Collection and Payment Policy and Guidelines

POLICY

The Organisation and Management structures and practices of Unity College should be aligned with the Vision and Mission of the College identified in the education brief. These provide for just and equitable practices in all areas of the college. The Organisation and Management of the College resources and community members will be facilitated through transparent planning and renewal processes. Such accountability procedures are open to community understanding through collaborative and participative processes.

Rationale

The fees and levies collected at Unity College are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

The Unity College Parents & Friends Association also collects a levy through our fee structure.

GUIDELINES

ISSUING OF ACCOUNTS

College fees are issued at the commencement of each term, usually in the first week. The statement will show the following:

- Single Child Fee or Family Fee – which is the tuition fee, charged to educate your child/children.
- P&F Levy - charged by the P&F Association to provide other benefits to the school.
- Family Levies – used to support the ICT infrastructure, Library, publications, and sports facilities.
- School levies – used to purchase consumable classroom resources, some excursions/incursions
- Capital Levy – used to maintain or provide new buildings and ground enhancements and contributes towards the building debt.

Parents are asked to pay the account within 30 days of the date of issue. The due date is shown on the account.

METHODS OF PAYMENT

Our preferred method of payment is via Bpay or direct debit. Payment may be made by cash (always pay in person and obtain a receipt), cheque, or credit/debit card. Each account will include an authority to pay using either a credit or debit card.

REMINDER NOTICES

An Account Rendered – Reminder Notice is forwarded for accounts that are unpaid after the due date. Should accounts continue to remain outstanding, the Business Manager or Principal will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay. Our normal procedure is to apportion the payment made against all fees and levies (including Capital Levy) shown on the original account.

PAYMENT DIFFICULTIES

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the College as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option.

OVERDUE ACCOUNTS

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the College as soon as possible. We will then be in a position to assist you.

On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the College to make alternate arrangements. In these instances the College is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the College’s control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

FURTHER INFORMATION

Should you require further information, please feel free to contact the Business Manager during business hours.