

# Unity College Fee Policy



Unity College aims to provide an affordable quality education to all students. Fees and Levies collected at Unity College are used for the following purposes which are aligned to the Vision and Mission of the College:

- Provide teaching, administrative and classroom support
- Provide essential resources, materials, facilities, and equipment
- Assist with providing activities such as excursions
- Maintain buildings, grounds, and other facilities
- Provide new buildings and ground enhancements

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please refer to our concession policy for further information including the concession application process.

## School Fee Collection Process

School fees and levies are charged on an annual basis in January in accordance with approved College School Fees and Levies.

### Annual fee Statements

Fee statements will be emailed to account holders in February. Fees are due to be paid within 21 days of the issue date of the School Fee Statement. The due date will be noted on the statement.

An updated fee statement will be emailed at the beginning of each quarter as a reminder of outstanding balances.

### Payment arrangement

If fees cannot be finalised within 21 days of receiving the fee statement, a payment arrangement needs to be established by the due date on the family fee statement. It is expected that 25% of the annual School Fees are to be paid each term and in full by the end of the year. Payment plans can be arranged to clear outstanding balances by the end of the year. These may include:

- Family setting up a recurring Bpay payment through their bank
- Regular credit card payments arranged by finance
- Regular direct debit payments arranged by finance

Other methods of payment:

- Paying through the Bpoint link on the College Website
- Paying Cash at the College

### Financial Hardship

For those families experiencing genuine short or long-term inability to pay fees, Unity College is committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager to discuss your circumstances. A variety of options are available but must be approved by the College:

- Extension of Time
- Fee Concessions - *see Fee Concession Policy for details*
- Payment Plans

## Fee Concession Policy

Applications may be made in the beginning of each year or when financial hardship occurs within the family. Concessions are issued for the calendar year and families must reapply each year.

A compassionate and just approach under the mission and values of Brisbane Catholic Education and Unity College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility. All matters are dealt with on a confidential basis.

It is a requirement of all approved concessions that the family enter a Direct Debit/Credit card payment plan with Unity College.

## Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our College will follow up on all overdue school fee accounts.

- A reminder letter will be issued within 14 days to any family who has not settled their school fee account or established a payment arrangement by the due date. If payment or a suitable response is not received within 14 days, contact with the family will be made via telephone, mail, or email.
- A second reminder letter will be issued by the College if no suitable response has been received within 14 days.
- A Final Notice will be posted and emailed if a suitable response has not been received after 14 days of the second reminder. The family account will be referred to the Business Manager and/or Principal for consideration to be sent to the College Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

Legal, debt collection, direct debit rejection fees or any other costs incurred will be at the family's expense.

## Late Start Enrolment

New students entering Unity College after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the year.

## Withdrawal of Enrolment

Fees will be payable on a pro-rata basis for the year in which the enrolment is terminated. The finance office will contact families with a list of resources assigned to each student exiting the College. All unreturned resources assigned to students will be charged to the family fee account.

Outstanding fees are to be paid in full within 14 days of the student exiting the College. An approved payment arrangement can be requested to finalise fees after this date.

Any fees in credit will be refunded upon provision of account holder's bank details.

## Extended Leave/Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection proves, please contact the College Finance Office.