



NAGLE COLLEGE SCHOOL FEE POLICY

1.0 INTRODUCTION

Nagle College is an active and proud Catholic learning community that continues to provide a rich holistic education to the young people from East Gippsland. We aim to help our students become successful life-long learners who will make positive contributions to a local, national and global 21st Century society.

This means that our goal for every student is that they can develop higher order thinking skills that will assist them to confidently approach all challenges and new circumstances that they may face while at school and in their future lives.

This also means that we recognise and celebrate all areas of learning success, whether academic or applied learning or extra-curricular. As a Catholic community we recognise and celebrate the value and dignity of each unique person and the contributions they can make. This is emphasised in the College motto – “**Let Your Light Shine.**”

Our College is a faith-based learning community that ensures all students can be **Safe, Happy** and **Successful**. Students are reminded of this through the continuous implementation of our College’s school wide expectations: Respect, Responsibility and Excellence.

As a Catholic community we are people of hope, which is based on developing successful and respectful relationships between staff, students and families, following the example of Jesus Christ.

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.

All families must pay fees in accordance with this policy as a matter of justice to other families and students. In line with the College’s mission statement and the College commitment to the charism of St. John Bosco, no baptised Catholic student will be disadvantaged in seeking enrolment because of their family’s financial circumstances.

Scripture

Lk 3:11

“Whoever has two coats must share with anyone who has none; and whoever has food must do likewise.”

2.0 PURPOSE

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

This policy is guided by the Diocese of Sale Catholic Education Limited School Fees Policy, Enrolment Handbook and the online Application for Enrolment Form.

4.0 DEFINITIONS

Parent(s)/Carer - For the purposes of this policy 'Parent(s)/Carer' 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.

Camps, Sports and Excursions Fund (CSEF) - Victorian Government funding for the students of families who are eligible, means-tested Centrelink Concession Card (CCC) holders which is used to offset school fees related to camps, sports and excursions.

Health Care/(Centrelink) Concession Card (HCC) - Cardholders receive Australian Government financial and other assistance.

CentrePay - a free and voluntary service to pay bills and expenses as regular deductions from a client's Centrelink payments.

Fee Remission – upon successful application a reduction of school fees payable as a result of financial hardship.

School Fees - the fees and levies the school charges families for the education of their children including;

(a) Recurrent fees - to assist in meeting the day-to-day operating costs of the school e.g. family fees, tuition fees, curriculum levies, camps, sport and excursion levies, technology levies.

(b) Capital fees - to assist in the purchase of capital equipment and buildings or the repayment of loans for capital purposes.

5.0 FEES AND FEE GUIDELINES

School fees and any applicable discounts or concession are set each year by the College 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.

Tuition Fee: The annual School Fees are a bundled tuition fee which contributes to the cost of the delivery of education and educational programs and the key necessary resources to do so.

Additional charges: Some extra costs which are charged on a user pay basis that are not included in the bundled tuition fee however also appear on the Fee Account include items such as:

- **Technology Levy** - 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. This fee is subsidised by the College.
- **Vocational Education and Training (VET)** - An annual fee per student per subject
- **VET Withdrawal Fee** – A per subject fee charged on the withdrawal from a VET subject after the enrolment closure date (Approximately 3 weeks after the beginning of the year)
- **Instrument Hire** – Fee to provide a musical instrument for the sole use by a student. This fee varies, depending on the type of instrument hired

5.1 Expectations with Respect to Fees and Payment

Parents/carers are required to advise the College of their intended payment method and frequency prior to the commencement of each school year.

For budgeting purposes, parents/carers may elect to spread the annual fees over the year and pay according to one of the following payment schedules: Weekly (40 weeks), Fortnightly (20 fortnights), Monthly (10 months), or Quarterly (first week of each term).

Payment plans (where selected) will automatically roll forward to the next year unless parents/carers advise otherwise.

If parents do not advise and commit to one of the above payment plans, then the School fees are due and payable in four equal payments (1/4 of annual fee) by the end of the first week of each term.

Accounts for annual fees are forwarded at the start of Term 1, with progress statements forwarded throughout the year.

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

Should parents/carers experience financial hardship during the year and find fee commitments difficult to honour, contact should be made with the Finance Office without hesitation. Where situations of genuine financial hardship arise, the College will always take a pastoral view and make a suitable arrangement for fees to be paid.

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

5.2 Responsibility for Fees

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 attending the College. The signed Enrolment Form/Fees Agreement gives legal effect to these responsibilities and will be relied upon by the College to determine the onus of responsibility.

Where parents/carers 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 so that a new Agreement can be made. The notification must clearly indicate the change in the liability for the payment of fees and the commencement date of this change in liability. If the College does not receive a mutually accepted agreement for the parties involved, then the original signatories to the enrolment forms will be jointly held liable for all debts incurred.

5.3 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/carers 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.

5.4 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.

5.5 Fee Concessions/Remissions

Camps, Sports and Excursions Fund (CSEF)

Families with a valid means-tested Centrelink Concession Card, who have completed the Camps, Sports and Excursions Fund (CSEF) application, submitted to the school before the due date and have been approved for the current year will be eligible to receive the Victorian Government Camps, Sports and Excursion Fund (CSEF) payment per eligible student. The College will apply these funds directly against the aggregated costs of camps, sports and excursions that form part of the bundled Tuition Fee.

Health Care Card (HCC)/(Centrelink) Concession

Families approved for the Victorian Government Camps, Sports and Excursion Fund (CSEF) payment for the current school year will be offered a concession to the Tuition Fee.

The amount of the HCC concession applied will be determined as part of the College's fee setting process, in consultation with the College's Advisory Committee.

5.6 Financial Hardship/Fee Remission

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/carers. 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 College's Advisory Committee on a regular basis.

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

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

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

5.7 Inability to attend class, camps or excursions

The inability of students to attend class or where students choose not to attend camps or excursions will not result in a refund or credit of tuition fees.

5.8 Commencement or Departure of Students During Term

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

Where a student commences or exits during the year resulting in a pro-rata of fees then any concessions, discount or remission that has or will be applied to an account will be similarly pro-rated.

5.9 Fee adjustments as a result of interrupted studies

Where students will be not attending the College for a prolonged period of the school year but not exiting the College then this will need to be discussed with the College Registrar and a suitable fee will be negotiated with the Finance team prior to the absence.

5.10 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.

Parents/Carers 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 non essential extra curricular activities. This restriction applies irrespective of who may be funding the student’s participation in the activity.

Examples of non essential extra curricular activities include (but are not limited to):

- Overseas/Interstate trips
- Instrumental Music Programs Music/Band Tours
- Non curriculum related camps/excursions

5.11 Collection of Unpaid Fees

Where fees remain overdue after the College has made reasonable efforts to contact and make suitable repayment arrangements with parents/carers, 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.

6.0 POLICY STATUS AND REVIEW

Issued:	October 2025
Last reviewed by/date:	Business Manager, September 2025
Ratified by/date:	Nagle College Advisory Committee, 23 October 2025
Due for Review:	September 2028