



## SCHOOL FEES POLICY

All Trinity College Colac Policies will be read and developed with reference to the Core Values, Vision and Mission of the College as well as any other relevant College policies.

### RATIONALE:

The Trinity College fee policy is based upon the school philosophy of providing a Catholic Education of excellence to students in the spirit of the College founders, Edmund Rice and Catherine McAuley, where all are guided by the Gospel values of faith, hope and love. Financial resources will allow this education to develop the whole student spiritually, intellectually, emotionally, socially, physically and culturally. Trinity College will foster self esteem, self discipline and respect for others. School fees assist with provision of educational services provided by the College, and include for the most part, all basic curriculum subject levies, excursions, technology requirements, retreats and camps.

### SCRIPTURAL CONTEXT:

*“Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs”  
.... And he took them up in his arms, laid his hands on them and blessed them. (Mark 10:14-16)*

*Be merciful, just as your Father is merciful. (Luke 6:36)*

*“The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor.” (Luke 4:18)*

### POLICY STATEMENT:

Trinity College will set an all inclusive school fee to collect appropriate funds to ensure the provision of a quality education for students and the long-term viability of the College.

### POLICY GUIDELINES:

### GUIDELINE INDICATORS:

<ol style="list-style-type: none"> <li>1. The Trinity College Board will set fair and just, all inclusive school fees to cover all curriculum charges including tuition fees, subject levies, excursions, technology requirements, retreats and camps.</li> <li>2. The Trinity College all inclusive fee does not include subject or course fees, associated with specific subjects or courses, external to the College, undertaken by students; nor does it include costs of materials aligned to specific course / subject projects, chosen by students as part of that course / subject assessment.</li> <li>3. All students who enrol and commence studies at Trinity College will incur the relevant, full, annual school fee, set by the College Board.</li> <li>4. Anticipated school fees revenue shall be included in the annual College financial budget.</li> <li>5. A family discount will be granted to all families who have two or more students attending Trinity College and the College Board will set the discount rate.</li> <li>6. No student will be denied an education at Trinity College due to an inability to pay school fees. All applications for special consideration with the payment of school fees, shall be dealt with fairly, compassionately and confidentially, to arrive at an appropriate level of</li> </ol>	<p>The Finance sub committee will be privy to all relevant information (internal / external) to enable the setting of school fees for the upcoming school year and will take account of anticipated enrolments at each year level, for the upcoming year.</p> <p>All relevant school fees information will be made available to the school community when known / formulated and adopted.</p>
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<p>contribution in each case; with the decision to allow special consideration, made at the absolute discretion of the Principal.</p> <ol style="list-style-type: none"> <li>7. Re-enrolment of a student or family who has left the College should be dependent on the arrangement of settlement of all arrears or outstanding fees.</li> <li>8. The school community will be advised, as and when appropriate and able, the annual school fees, along with obligations of fee payers in regard to payment of such fees, where relevant.</li> <li>9. Where possible and practicable, several methods of fee payment will be made available to fee payers.</li> <li>10. A non-refundable fee deposit may be charged upon application for enrolment. If successful this fee will be credited against the fee payer account.</li> <li>11. The College will determine the length and means of notice that is to be provided by fee payer should a student intend to exit the school.</li> <li>12. A pro-rata refund of the school fee will be made if a student leaves the College before the end of Term 3 of the school year. Any credit rebate should be calculated from the following term after a student leaves except when a student departs in Term 4 when no credit rebate will be provided.</li> <li>13. The level of fees charged for an exchange student is at the discretion of the College Principal.</li> <li>14. A student will be denied participation in extra curricula activities if fee payer arrears exist or a fee exemption is granted. Should the student or a third party be paying for the trip and can substantiate such payment permission may be granted for the student to participant if fee arrears exist. Should permission be granted by the Principal it would not be possible for the family to attract a fee remission in the year of travel.</li> <li>15. Legal action may be taken in pursuit of outstanding school fees, subject to advice from the Catholic Education Office Ballarat.</li> </ol> <p><b>The Finance sub-committee of the Trinity College Board will:</b></p> <ol style="list-style-type: none"> <li>1. Review the College school fees annually, taking into account anticipated enrolment numbers and the financial needs of the College and the ability of the College community to meet those needs including DEEWR (Department of Education, Employment and Workplace Relations) Financial Health Benchmarks for schools and other relevant criteria.</li> <li>2. Recommend to the College Board for adoption, an all inclusive school fee for all Year levels.</li> </ol>	<p>The Principal (or delegate) will interview all parents / guardians applying for special consideration in relation to the payment of school fees.</p> <p>Outstanding school fees will be pursued utilising collection mechanisms deemed relevant by the Principal.</p> <p>Procedures will be developed to address the following at an operational level:</p> <ul style="list-style-type: none"> <li>• Annual Fee</li> <li>• Family Discount</li> <li>• Fee Concession</li> <li>• Fee Payment Methods</li> <li>• Fee Collection</li> <li>• Debt Collection</li> </ul>
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**REFLECTIVE MATERIALS:**

Ballarat Diocesan Schools Advisory Council Policy School Fees  
Trinity College – Application for Exemption from Paying Full Fees Form

Ratified:	12 <sup>th</sup> August, 2014
Board Chairman	Stephen Ryan
Date of next review:	August 2017