



Purpose	The purpose of this policy is to outline transparent and comprehensive Policy for College Fees including fee structure, discounts, payment options, fee relief and approval and management of accounts receivable.		
Scope	All workers and other persons in the College, including parents/guardians and third parties who have responsibility for College fees		
Status	Approved	Supersedes: Debtor Management Policy v1.0	
Authorised by	College Board	Date of Authorisation:	
References	St Patrick’s College Townsville Tuition & Boarding Fees Schedule - DOMESTIC St Patrick’s College Townsville Communications Policy – Students and Parents St Patrick’s College Townsville Complaints Handling Policy St Patrick’s College Townsville Complaint and Dispute Resolution Procedures St Patrick’s College Townsville Delegations Manual St Patrick’s College Townsville Enrolment Agreement		
Review Date	Annually	Review Date: September 2026	
Policy Owner	St Patrick’s College Townsville Board of Governance		

St Patrick's College Townsville's Mission is to provide an inclusive joy-filled education that promotes fullness of life and nurtures excellence in learning. Unpaid or in arrears fees, compromise the services the College can provide and place an inequitable impost on other families. In fairness to all families who pay their fees on time, and in order to realise our Mission, the College will actively follow up on overdue accounts. This policy details the procedures for effective credit management including billing and collection of overdue debts.

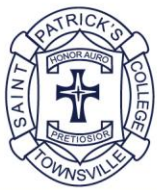
Fee Overview

Catholic schools are only partially funded by governments, both State and Federal. The collection of Tuition fees and other levies enables the College to provide quality educational services.

Fees are ratified by the Board and influenced by government funding, strategic need and costs of realising the Master Plan. Parents and guardians will receive notification of annual fees and levies, in early December, in preparation for the following year. Fees charged fall into multiple following categories:

Type	Details	Billing Period
Tuition	Costs associated with student administration, technology use, study support, block sport, the formation and camp program, the delivery of curriculum across year 7-12 including consumable items. Excluding costs associated with certificate courses or courses delivered outside the college, items on the student book list and overnight subject excursions, or costs associated with non-curriculum related activities.	by semester
Capital Levy (Day School)	For the maintenance of existing buildings as well as new construction or refurbishment as part of the College Master Plan to provide first class education spaces for our students	beginning of year
Boarding Fees	The provision of boarding spaces and amenities including food (GST applies); study support, cleaning and catering; equipment and resources; health centre; laundry service and facilities; residential and supervisory staff; some	by semester

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	weekend activities; bus transport and some basic pharmaceutical supplies (bandages/ice packs etc.)	
Capital Levy (Boarding School)	For the maintenance of existing buildings as well as new construction or refurbishment as part of the College Master Plan to provide first class educations and boarding spaces for our students	beginning of year

Costs not covered by Tuition, boarding fees and other levies include, but are not limited to:

Day School

- Costs associated with subject excursions
- Sport outside of block sports including rowing, representation at regional/state/national competitions
- Replacement items (including but not limited to ID Card, Student Diary)
- Photos (school, sport, boarding house or house/year level group)
- School-based work experience costs and transport
- Bus Fares (travel to and from College)
- VET course cost
- Subjects offered outside the College (School of Distance Education)
- Year 12 jersey
- Formal costs
- Tickets to College Musical
- Drama or media productions
- Instrumental music lessons (individual and group) including hire of musical instruments
- College uniforms
- Materials on the stationery and book list
- Extracurricular activities or trips (including overseas)

Boarding School

- Elective outside school activities (including club sports)
- Taxi costs (for private individual travel)
- Home travel
- Bus depot and airport transfers (booked through the College)
- Toiletries and incidentals
- Medical appointments (including doctors and dentists)
- Pharmaceutical needs

No remission of fees and charges, either in whole or in part, will be made, including if the student is absent due to delays in returning to school after school vacations or absence during the term due to illness, leave or suspension, or if the education provided by us is delivered, in part or whole, by online or remote learning.

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Enrolment and Acceptance of Fees Terms and Conditions

Prospective families are provided with fee details and terms and conditions as part of the enrolment process. These details are also available to the wider community on the College Website.

Enrolment will not be processed without signed acceptance of enrolment which includes commitment to pay all fees and levies for the enrolled student as well as acknowledgement that as parent/s / legal guardian/s you are jointly and severally liable for the payment of fees and levies. One parent/guardian account will be registered for each enrolment contract.

Where either of the enrolling parties advises the College that they wish to withdraw from the enrolment contract the College will take the following actions:

- Initiate a review of the enrolment agreement with the other enrolling party.
- Determine whether a new enrolment agreement can be enacted such that a single enrolling party takes all responsibility for all fees.
- Act on that determination either to enter a new enrolment contract or to facilitate student transfer.

Notice of Withdrawal

Cancellation of enrolment impacts resourcing and delivery of services. The College requires written notice of cancellation of enrolment at least one full term in advance. This must be sent to the Enrolment Registrar or Principal.

If notice of cancellation of enrolment is not received by the following dates, the College reserves their rights to charge fees for the next Term after notification **the student** is no longer enrolled at **the College** is received.

- First day of Term 1 – if leaving in Term 2 or later
- First day of Term 2 – if leaving in Term 3 or later
- First day of Term 3 – if leaving in Term 4
- By 31 October if not returning the following year

Fee Discounts

Discounts on **tuition fees** are available for some families:

Discount	Eligibility	Rate
Fees paid in advance	Full year fees paid in advance by 28 January	6%
Defence	Parent/guardian holds Defence Card	Regular - 10% Gold - 50%
Family/Sibling	More than one student from the same immediate family group	1 st student – 0% 2 nd student – 10% 3 rd and subsequent student- 25%
Health Care Card	Parent/guardian holds valid Health Care Card or other government issued concession card	50%
Staff	Parent/guardian employed by the College on a permanent basis	Full time - 30% Part time - 10%



Where discounts are applied, the greater concession will apply. A student will not be granted more than one concession (including sibling discount) at any one time.

Continuing concessions will not be applied for future years where an outstanding debt remains as at 31 December in the first year of the enrolment agreement.

Payment of Fees

The payment of fees is a condition of enrolment.

Payment in advance enables the College to ensure sufficient cash flow, such that the resourcing needs of students can be met.

For families requiring a more tailored payment option the College has partnered with EdStart to provide more flexible fee payment options.

The following payment methods are available when paying fees in advance, in full by the due date:

- **BPAY:** using the Biller Code and your Customer Reference Number (CRN) which appear on the statement.
- **Direct Deposit:** Payment Direct into the College bank account. Bank details and your Customer Reference Number (CRN) is provided on the statement.
- **Centrepay:** Deduction forms are available from Centrelink and St Patrick's College Townsville.
- **Credit Card:** Fees can be paid in full or by instalments. Deduction Authorities are available from the College for regular instalments.

Scholarships

Understanding that the Sisters of Mercy desired a transformative education for all and understood the importance of educating women, the College offers several scholarships which make a St Patrick's College Townsville education more accessible.

These scholarships cover a combination of tuition fees, boarding fees and/or instrumental music fees. Scholarships are advertised on the College website each year and are open to current and new students.

Each Scholarship application and assessment process is conducted using set assessment criteria as outlined in the scholarship pack and the assessment panels are structured to ensure diversity and reduce bias.

It is an expectation of all scholarship recipients that they maintain consistently strong academic outcomes and contribute positively to the life of the College upholding all policies, in word and in deed, as well as any other expectations outlined in the individual Scholarship agreements.

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Fee Relief

The College understands that in cases of significant financial hardship, there may be a need for families to apply for fee relief. The College holds the position that enrolment at the College must include a financial contribution over a sustained period of time. For this reason, fee relief refers to a % reduction in overall fees. It does not include long term exemption from the payment of fees. Processes for fee relief application include:



'Applications for Fee Relief' will be renewed annually. An accepted application for fee relief for one student within a family, does not automatically guarantee fee relief for students of the same family not already enrolled at the College. It is an expectation that parents/guardians making an application for student enrolment have already assessed their financial capacity to meet transparently available tuition costs. Students who are enrolled at the College on reduced tuition fees, may not participate in non-essential learning or extracurricular activities such as, but not limited to, national trips, rowing, music lessons (all of which are at cost).

In determining applications for fee relief, the Principal and Director of Business Operations will consider the following guidelines:

- The historical compliance with payment requirements.
- Extent to which applicant for fee relief has had change in employment or income position since enrolment.
- Extent to which application for fee relief applies to fees other than tuition (e.g. capital, parent levies).
- Potential to add value to the College community in other ways.
- Availability of enrolment places at other Catholic schools with lower fees.
- Volume of students for which fee relief is being sought, and length of time for which fee relief is being sought.
- Evidence of hardship including non-participation in events of a costly and non-priority nature.
- The potential availability of additional students on the College wait list, with ability to pay in full.

Given the College's Mission to deliver an excellent education, the College will not consider a scenario where fees are waived in entirety for the length of the enrolment period.

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Collection of Unpaid Fees

Outstanding fees constitute a debt payable to the College. The College will follow generally accepted procedures to collect any outstanding fees. These procedures will include contact via phone, email and/or post, as well as written letters of demand for payment. Where fees remain outstanding, debtors may be requested to meet with the Director of Business Operations and/or the Principal to discuss the outstanding amount and negotiate a payment plan.

Involvement in extracurricular activities and trips **is not** possible if there are fees and levies outstanding nor if a family is in receipt of a hardship discount.

In the event of persistence of overdue fees, the College will follow debtor recovery process including one or more of the following actions:

- Referring debt recovery to a collection agency.
- Legal action to recover debts owing.
- Withdrawal of student enrolment and cancellation of the enrolment contract.

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