

FEES & CHARGES PROCEDURES

INTENDED AUDIENCE:	Loyola College Community – Current and Prospective
AUTHOR:	Loyola College Business Manager
RATIFIED:	19 December 2025
REVIEW DATE:	November 2028 (for a effective date of 1 January 2029)

PREAMBLE

Loyola College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS) where formation and education are based on the principals of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

These procedures should be read in conjunction with the associated policies and documents listed below.

Amendments to these procedures may be made at any time without prior notice. Notification of any amendments will be provided via the school newsletter, 'The Ignatian', with the revised procedures updated to our website.

1. Setting and Varying School Fees, Levies and Ad Hoc Charges

- 1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise families of the following year's fees and levies.
- 1.2 When setting school fees and levies, the Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the school, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.
- 1.3 Where Loyola College accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

2. Billing Fees, Levies and Fee Concession / Remissions

- 2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the College's accounting system, in accordance with the College's billing cycle.
- 2.2 Loyola College runs an annual billing cycle with Annual Accounts issued in January for the proceeding year.
- 2.3 Loyola College offers the following range of payment methods to assist families with meeting their obligations:
 - a) Annual (payment of the total annual account by the last Friday in February which includes an Early Payment Discount per student)
 - b) Semester (two equal instalments by the due dates as listed in the Information for Parents document - refer Associated Policies / Documents below)
 - c) Quarterly (four equal instalments by the due dates as listed in the Information for Parents document - refer Associated Policies / Documents below)
 - d) Monthly (ten equal instalments between February and November)
 - e) Fortnightly (equal instalments between February and November)
 - f) Weekly (equal instalments between February and November)

2. Billing Fees, Levies and Fee Concession / Remissions

- g) Ongoing option is available for monthly, fortnightly and weekly payment methods
- 2.4 Fee Packs, including the Fee Schedule and the Loyola College Fee Paying Arrangement form, will be issued annually in December for the following year.
- 2.5 Established payment methods will be recurring unless notification is received by way of the Fee Paying Arrangement form in January each year.
- 2.6 The FFPOS billing cycle is annual with accounts issued in December of the preceding year.
- 2.7 Fees and levies are billed in full for all students, with any fee concessions or remissions applied against the full fee or levy charged.
- 2.8 Activities, including but not limited to camps, excursions, retreats and sports, form part of a global tuition fee, and as planned events, refunds and/or adjustments are not considered.
- 2.9 Where a concession has been applied against the full fee or levy charged, this will preclude student involvement in local, interstate or international tours.
- 2.10 There is no reduction to the global tuition fee for students undertaking an external course during a school year.
- 2.11 For billing purposes, and in accordance with the Privacy Act 1988, joint accounts of separated families will be automatically split at a percentage of 50/50 (or percentage agreed upon) with all parties per the signed Enrolment Acceptance Declaration, remaining jointly and severally liable for 100% of all relatable fees and charges.
- 2.12 Ad hoc charges, such as but not limited to library fines, ambulance/medical costs, college property damage and Fire Rescue Victoria fees, will be billed when applicable.

3. Collection of Fees, Levies and Ad Hoc Charges

- 3.1 The Principal of Loyola College will establish a payment method with families at the time of student enrolment.
- 3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment.
- 3.3 Where payment is made in cash, or on request, the College will issue a College accounting system generated receipt.
- 3.4 Loyola College will issue periodic statements (at least once per term) to families, to assist with fee collection.
- 3.5 If a family fails to keep up with their payment commitment, the Principal will bring the matter to their attention promptly and seek resolution. Debt recovery processes may need to be initiated, including follow up phone calls, letters and formal debt recovery.
- 3.6 Where formal debt recovery is initiated; all associated costs will be borne by the parent/guardian.
- 3.7 Loyola College will follow up debt recovery in a sensitive, discreet and confidential manner. Parents/guardians will be invited to discuss the matter with the Principal.
- 3.8 Where a parent/guardian chooses to withdraw a student from the College, written notification must be sent to the College Registrar immediately once the decision is made.
- 3.9 Fee remissions due to withdrawal are applied per the following calculations:
 - a) First 5 weeks of Term 1 25% of the year's fees and levies are due
 - b) Second 5 weeks of Term 1 37.5% of the year's fees and levies are due
 - c) First 5 weeks of Term 2 50% of the year's fees and levies are due
 - d) Second 5 weeks of Term 2 62.5% of the year's fees and levies are due
 - e) First 5 weeks of Term 3 75% of the year's fees and levies are due
 - f) Second 5 weeks of Term 3 87.5% of the year's fees and levies are due
 - g) Term 4 100% of the year's fees and levies are due
 - h) Additional and ad hoc charges issued are due in full.

3. Collection of Fees, Levies and Ad Hoc Charges

Due consideration will be given by the Principal to written requests for fee relief.

- 3.10 Any withdrawal due to personal dissatisfaction will not warrant financial compensation, and in turn may not affect the calculation of the Final Fee Account.
- 3.11 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

GLOSSARY

FFPOS	Full Fee Paying Overseas Student – Student from overseas accepted at Loyola College on a full fee paying basis. Fees charged are not in line with the College Fee Schedule. Student holds a VISA as per the Schedule of VISA Subclasses and Conditions for Enrolments of Overseas Students but is not eligible to receive General Recurrent Grants (GRG)
HCC	Health Care Card
Joint and Several Liability	Arises when two people agree to pay a debt or similar obligation. It is a joint promise that, if and when the need arises, each party agrees to pay off the debt together. At the same time, each party makes a separate agreement to pay the whole debt or remainder of debt where an amount remains outstanding.
MACS	Melbourne Archdiocese Catholic Schools Ltd

ASSOCIATED POLICIES / DOCUMENTS

- MACS : Private Income Policy
- Enrolment Policy
- Enrolment Acceptance Form
- Senior Programs Handbook
- Fee Schedule
- Information for Parents
- Direct Debit Request Form & Declaration



