

Private Music Program

Private music lessons are available as an option to students and as such attract an additional fee. Payment of the semester fee is required on registration for a student to participate. Please refer to Ollie for details regarding private music options.

Payment by instalments for the Private Music Program is not available. Payment must be made at the beginning of each semester via credit card using the online registration form.

For participation in the Private Music Program to be approved:

payment of the Annual Tuition Fee and Levy account must be on an approved College payment plan as per the College Fee Policy;
the Family Annual Tuition Fee and Levy account must be up to date.

The College reserves the right to withdraw any student from the Private Music program if there are any outstanding fees or levies owed to the College.

Charges for New Students

Application Fee

A payment of \$65 (incl GST) is payable when submitting the standard Application for Enrolment form. This fee must be paid for an application to be processed. Please note that an application for enrolment does not constitute an offer of a place. This fee is non-transferable and non-refundable.

Enrolment Fee

When an offer of a place at De La Salle College is accepted a payment of \$300 is required. This payment non-transferable and non-refundable.

Should a family withdraw their child from the enrolment process prior to the child commencing their education at the College please recognise **the payment made to the College is not refundable** under any circumstances.

Student Enrolments During the School Year – Tuition Fees, Consolidated Levies and Family Capital Levy

Families who enrol a student during the school year will be charged Annual Tuition Fees on a pro-rata basis.

The full Annual Consolidated Levy amount for the relevant Year Level will be charged.

A F

Payment in Full - Option1

Payment Plan - Option2

Finalising Fee Accounts by the End of the School Year

The College expects that all family accounts are paid in full by 30 November to ensure that the College is able to meet its financial obligations to both staff and external suppliers. The College is unable to extend credit terms to families.

What notice is required if my son is leaving the College at the end of the year?

If a decision is made that your son will not be returning to the College in the subsequent year, a letter/email addressed to the Assistant Principal -

This notice must be provided no later than the end of Term 3 in the current year. Where insufficient notice is provided a late notice fee up to the equivalent of one term will be considered by the Business Manager.

What notice is required if my son is leaving the College during the year?

Assistant

Principal -
must be provided. Where insufficient notice is provided a late notice fee up to the equivalent of one term will be payable.

If families have made the decision to withdraw their son(s) as a result of financial hardship it is important that they contact the Business Manager to discuss all options available to enable the student(s) to continue their education at De La Salle College. Consistency of education for our students is important to us.

College Notebook Program

The notebook program is administered by the College whereby students are allocated a laptop for learning purposes.

Students in Years 5 and 6 are provided with a College owned notebook for the duration of their Primary

Students in Year 7 to 12 are also provided with a College owned notebook. Ownership of the laptop transfers to the family at the end of the third year (i.e. Year 9 and Year 12), provided all College fees, levies and charges on your account are up to date by 30 November of that year. Where fees, levies and charges are still outstanding at 30 November of the third year (i.e. Year 9 and Year 12), the notebook and all associated accessories must be returned to the College.

What assistance is available?

Where families are experiencing financial hardship, the College will consider a fee reduction or may accept an only applicable for the year in which it is applied for.

Consideration for fee reduction is made based on the Financial Assistance Application form being completed by families. This form can be requested by telephoning 9508 2103 or emailing familyaccounts@delasalle.vic.edu.au. Submissions should be emailed to the Finance Manager at financemgr@delasalle.vic.edu.au.

Consideration for fee reductions may be available in circumstances that include:

- Absence of a student due to extended illness longer than a term;
- Withdrawal of a student during the year;
- Variations to fulltime enrolment (less than 75% of a typical student program) excluding VET/VCE VM
- Approved long-term absence.

It is a condition of financial assistance, if approved, that the family enters a confidential payment arrangement.

Approval does not automatically apply every year to the family account. If approval for financial assistance is given, thereafter a new application must be submitted on request each year as a financial status update is required for any extension to be considered.

As part of such an agreement, recipients must be on a College scheduled payment plan allowing the College to administer a direct debit from a bank account or a credit card deduction for the payment of the remaining fees.

In the interests of equity for full fee-paying families, recipients of any fee assistance are ineligible to participate in extra-curricular activities such as but not limited to voluntary elective overseas/ interstate camps and/or trips and the Private Music Program.

Recipients of Financial Assistance are also ineligible to retain the notebook at the end of Year 9 or Year 12.

and/or
Year 12. Notebooks that are returned late, damaged or without the accessories will incur a full charge on the fee account issued by the College.

The procedures to be followed by parent(s)/guardian(s)/carer(s) who seek consideration for fee reductions due to special circumstances are outlined in the [Appendix 1](#) to this policy.

If there are any outstanding Annual Tuition Fees and Levies for any student at any time throughout the year, the College reserves the right to withdraw the student from extra-curricular activities i.e. voluntary elective overseas study programs, interstate immersion programs, college activities, student conferences and private music tuition until the Annual Tuition Fee and Levy account is brought up to date.

Please note that once a student has exited the Co

Fee Collection Guidelines

As the College is not fully funded by the Commonwealth and State Governments, the College is dependent on family fees to be paid. Parent(s)/guardian(s)/carer(s) acknowledge their obligation to honour their payment of all fees and levies that are applicable when they sign the Enrolment Form and Enrolment Agreement.

As per the College Fee Policy, finance packs with the ratified payment plan options are sent to all families with the expectation they will sign up to a payment plan to avoid the issue of chasing outstanding fees.

The Finance Officer (Family Accounts), in an endeavour to be consistent with the College Fee Policy, will pursue initially from the family the College Fee Payment Option Form to identify how the College Fees are to be paid for each student (who is or has been) enrolled at the College.

Should an account be in arrears, the College Finance Officer (Family Accounts) will contact the fee payer by email and/or telephone to remind the family of their obligation to pay the College Fees in full by the end of each year.

After three reminders and no responses from the family, a letter requesting a meeting with the family and the Business Manager will be organised.

At all times, it is a College expectation that:

Both the College staff following up outstanding fees and the parents/guardians/carers who have outstanding fees treat each other with respect and work in partnership to align all College fee payments to the College Fee Policy;

That parents/guardians/carers will respond promptly and favourably to any requests for fees to be brought up-to-date and that they will ensure they have committed to a ratified payment option plan that aligns to the College Fee Policy;

Parents/Guardians/Carers will respond promptly and favourably in regard to any requests to meet with the Business Manager and/or the Principal to further discuss any financial issues that they may be facing.

Records of all contacts with families will be kept by the College for future reference and will be taken into account should an application for fee consideration be received.

Should a family account be in arrears when future enrolment offers are being sent to families, the College reserves the right to review a further sibling enrolment prior to any offer being sent.

The Business Manager will bring to the attention of the Principal and School Advisory Council any family accounts where there has been no satisfactory response to:

Reminders or contacts requesting payments to be made;

Meeting requests to discuss payment arrangements.