

Policy Title	Version Number	Date Issued
Fee concession policy	2.0	April 2011 Reviewed June 2015

Background

This policy is informed by the twin Franciscan principles of compassion and justice. Padua College depends on the full payment of fees by families in order to maintain teaching standards and facilities. Padua can only maintain fees at a level as affordable as possible if parents pay the required fees.

Policy

(1) Padua College recognises that there are families within the Padua community who wish their sons to have an education at Padua, but from time to time do not have the means to pay the applicable fees. No enrolled family should be denied the education of a boy at Padua because they genuinely lack the means to pay full fees, but are prepared to make a contribution to the family's capacity.

(2) This policy recognises that the inability to pay fees may be categorised in two ways:
(a) short-term crisis; or
(b) financial constraints which may be on-going.

(3) Padua College expects that parents who enrol their sons at Padua will pay the applicable fees (as publicised by Padua including at the time of enrolment and from time to time), unless one of the circumstances described in this policy applies.

Short-term crisis

(4) If a family is undergoing a short-term crisis which means that the family is unable to pay school fees at Padua, the family may apply to the Business Manager to defer payment of fees until the crisis subsides.

(5) The Business Manager may in such a case defer payment of fees, without an additional charge of interest, until the family regains the ability to pay the usual fees.

On-going financial constraints

(6) A family which is unable to pay the full amount of school fees at Padua due to financial constraints which are expected to be on-going may apply to the Business Manager for fees to be paid to Padua on a concessional basis.

(7) A family making an application for concessional fee relief must make full disclosure of the family's financial position to the Business Manager. That disclosure will be treated with dignity by the College, and will be kept confidential on a '*need to know*' basis.

(8) The Business Manager will apply a methodology of financial viability chosen by the Rector to an applicant family's financial position to determine whether the family should be eligible for concessional fee relief on the basis of financial constraint.

(9) The Business Manager will determine whether a family should be eligible for concessional fee relief, and if so, what form that concessional fee relief should take.

(10) In making a determination under (9), the Business Manager shall be guided by the following principles either alone or in combination, depending on the family's degree of financial constraint:

- (a) if on applying the methodology of financial viability, the family is able to pay an amount by way of regular instalments, then the family should do so;
- (b) the Business Manager may extend the time for payment of fees beyond the enrolment of a student at Padua;
- (c) the Business Manager may reduce the total amount of fees to be paid, to some concessional percentage of the full fees.

(11) After the Business Manager makes a determination of any concessional arrangement, and the family wishes their son(s) to remain at Padua, the parent(s) must sign an agreement to comply with the concessional arrangement. The parent(s) must comply with the concessional arrangement. If the parent(s) encounter a situation which makes compliance with the concessional arrangement impossible, the parent(s) must contact the Business Manager to discuss alternative arrangements.

(12) The Business Manager may review the financial position of a family who receive the benefit of a concessional arrangement, on an annual basis, and vary the terms of a concessional arrangement if the family's financial circumstances change.

(13) Repeated failure of a family to comply with a concessional arrangement without contacting the Business Manager to explain the failure to comply to the satisfaction of the Business Manager, may mean that the debt for fees owing to the College will be referred to professional debt consultants for recovery, and withdrawal of schooling to the student(s) concerned, without further correspondence to the family.