



DUCHESNE COLLEGE

FEES & REMISSIONS POLICY

Policy No.	F5	Issue date	August 2019
Version No.	1.0	Review date	August 2021
Authorised by	College Council	Policy owner	Head of College

PURPOSE

The purpose of this policy is to ensure consistency and transparency in the management of fees at Duchesne College.

SCOPE

The Council, management and employees of Duchesne College, and families with residents at Duchesne College, are responsible for complying with this policy and related procedures.

POLICY

Overview

The charging of fees is necessary to ensure the College can provide an appropriate standard of accommodation and services to its residents and associate members.

Setting the College fees

The College Council, with recommendation from the Finance Committee, is responsible for determining the College Fee Schedule ('schedule').

- The schedule is reviewed annually. During the review consideration is given to the level of revenue requisite for the successful operation of the College.
- The Finance Committee is responsible for providing a recommended schedule to the Council for approval.
- Once approved, the schedule is to be made available in writing to residents.

Inclusions

- The fee covers enrolment at Duchesne College and includes:
 1. Residential fees : covering the room, meals, facilities, pastoral care, academic support and other support services for each student
 2. Optional Building Fund levy: used to maintain existing facilities, and allow for future capital developments at the College
 3. Associate Membership fees : support services, facilities and pastoral care of each associate member

Payment Discounts

The College will give the following discounts as approved by the College Council

- Annual payment discount
- Semester payment by due date discount

It is anticipated that fees will be paid in full by the end of the relevant Semester. Families requiring extended payment terms should work with the College through the Business Manager to agree suitable arrangements. Where no formal arrangements have been agreed, the College may involve their legal team to organise for the payment of fees.

Remissions

From time to time, Duchesne College may give remission to the Duchesne College fees and other charges.

Siblings

Duchesne and St Leo's Colleges will offer \$1,500 discount to the residential fees (but no other charges such as student club, IT etc) of the youngest resident member of the family where multiple children are attending the Colleges simultaneously.

The onus will be on the family to highlight their family connections and ask for the application of the sibling discount.

Staff and Council members

Should a staff member or Council member, wish to send their daughter to Duchesne College as a full time resident or to join the associate program, the College will offer a 25% remission to their residential fees or associate membership.

The onus is on the staff member or Council member to apply for this remission to the Head of College at the time of their daughter's acceptance of an offer at Duchesne.

Student Club Executive

In recognition of the contribution made to the College by the Student Club executive team, the College may provide a remission to those students.

Resident Leaders

In recognition of the contribution made to the College by the Resident Leader team, the College may provide a remission to those students.

Fee Remissions due to Financial Need or Excellence


Duchesne College offers a number of Scholarships and Bursaries that are allocated each year based on applications and assessment against formal criteria.

Each year, a schedule of proposed remissions will be recommended to College Council by Duchesne College Management.

RELATED DOCUMENTS

- Fee Schedule
- Remission Schedule
- Scholarship and Bursary Information

AUTHORISATION

Name	Helen Sinclair
Role	Chair of Council
Signature	
Date	20.08.2019

