



## St. Michael's College Fee Policy and Collection Procedure August 2018

### **Introduction**

St Michael's College campus consists of two Catholic schools owned by the Congregation of the Holy Spirit in Ireland and operated under the patronage of the Spiritan Education Trust (SET – the Trustees of the College appointed by the Spiritan Congregation). They are fee-paying school for boys of primary and secondary school age. Two Boards of Management (Junior and Senior School) made up of representatives of the patrons, parents and teachers manage the schools. The Finance Committee is a sub-committee of the senior and the Junior Schools' Boards of Management.

School fees are the main source of income for the College. The school fees are set to enable the College to provide the relevant programmes, specialist resources and qualified staff.

Parents/guardians choosing to send their children to St Michael's understand and accept a commitment to pay the school fees and charges billed to their account.

### **Purpose**

This fee policy is designed to protect the parents/guardians who pay their school fees promptly. It recognises the fact that parents/guardians who are neglectful in paying fees, increase the cost for other parents/guardians, of providing a quality education at St. Michael's. Fees therefore must be paid in accordance with the Fee Pay Options and on time. Places cannot be guaranteed unless there is compliance in this respect. Appropriate notice will be given by St Michael's College in order to facilitate placement in another school should this be necessary.

### **Deferral of Class Place – junior school**

Places in Junior Infants may not be deferred. At any other level, a place may not be deferred for more than two years. Where a parent/guardian requests that a school place be deferred, the decision is at the discretion of the Principal.

Where a junior school place is deferred for educational reasons and three months written notice prior to the commencement of a new academic year is given, the place shall not be charged for the first year but will be charged at 50% of the normal fee for the second year.

**Transition year**

It is compulsory for all senior school students to participate in our transition year programme.

Where a pupil forfeits their place in the school before the commencement of transition year and subsequently reapplies for a 5<sup>th</sup> year place the following year, should a place in fifth year become available the parents/guardians are liable for both the previous year transition year fee plus the applicable 5<sup>th</sup> year fee.

**Junior school accounts**

Accounts outstanding for payment in respect of junior school fees must be paid in full in order to commence with a place in the senior school. This applies even where the senior school place is a previously confirmed enrolment.

**Determination of Fees**

Following a recommendation from the Finance Committee, the level of the annual school fee is set (each spring for the coming academic year) by the Boards of Management following approval by the SET. School fees are set after a review of the schools current and forecast financial position.

School fees are charged per student and do not include the cost of uniform, books or stationery. Full fees are charged for a year or part thereof. Other charges, such as subject fees, music tuition and study are reviewed and determined by the Board of Management.

Fees are invoiced during the first week of July of each year. The Enrolment Policy of both schools states that fees are due for payment in two tranches in August and December unless the school's online payment facility for the payment of fees over seven months is availed of. Failure to pay fees may result in it being necessary for the school to refuse a place and to advise the parents/guardians to arrange a placement for the pupil in another school.

School fees are non refundable.

Each parent/guardian is jointly and severally liable for all school fees and other charges.

**Parents' Association**

A Parents' Association subscription is charged along with the fee invoice in July of each year and will be payable half in August and the balance in December. The subscription is determined by the Board of Management.

**Bursary Programme levy**

A Bursary Programme Levy is charged along with the fee invoice in July of each year and will be payable half in August and the balance in December. The subscription is determined by the Board of Management.

**Discounts**

Where three or more boys from the same family attend St. Michael's College at the same time, a brothers' discount of 10% is available on the total fees payable.

**Special Circumstances**

Where a parent/guardian is not in a position to pay the school fees as they fall due and approaches the College, the issue shall be referred to the Board of Management.

Should a parent/guardian fail or refuse to make satisfactory arrangements with the Board of Management, the College reserves the right to exclude a student permanently or temporarily from the College.

**Referral to a Solicitor**

Where parents/guardians have an outstanding debt it may be referred to a solicitor for collection.

**Transition year levy**

Transition year pupils are charged an additional levy to cover co-curricular and extra-curricular activities during the course of the year.

**6<sup>th</sup> year Graduation fee**

A fee cover the costs associated with Graduation Day activity will be invoiced in July and payable half in August and the balance in December.

**Other contributions**

Other contributions such as the five year Past Pupils' Union membership will be included in the July invoice and payable half in August and the balance in December.

**Leaving and Junior Certificate state examination fees**

Fees for the Leaving and Junior Certificate state examination fees will be invoiced in the July invoice and payable half in August and the balance in December.

**Extra subjects**

Optional subjects taken after school hours will be subject to an additional charge per subject depending on the number of students. Charges for optional subjects will be notified in September and will be invoiced in October and payable immediately.

**Availability of policy**

This Fee Policy document is available to parents/guardians online and on request.