

## JCR FEES AND DEBT COLLECTION POLICY

### Rationale

The College's Council through its governance and policy oversight, ensures the College meets its goals and remains financially viable. It has developed this Fees Policy to provide guidance and a framework for the setting and collection of fees.

### Important Dates 2017

Date	Event
<b>23 January 2017</b>	Billing for Semester 1 Fees
<b>06 February 2017</b>	Due Date for payment of Semester 1 Fees
<b>01 May 2017</b>	Billing for Semester 2 Fees
<b>15 May 2017</b>	Due Date for payment of Semester 2 Fees

\*NB: For mid-year entrants, semester 2 fees are due and payable 1 week before the date of entry

### Fees

Fees and charges for the following year will be set by the College Council in September of each year, and will not be altered during the year in which they apply except for extraordinary circumstances.

The accountholder (parent or guardian) appearing on the account statement/invoice will be responsible for the timely payment of all fees and charges during the enrolment of their charges at College. The person/s responsible for the payment of the fees and charges must read this document in full and sign the 'Accommodation Agreement' to acknowledge this responsibility and confirm their awareness of the details herein. Account statements are sent exclusively via email. In all cases we assume that this accountholder will take responsibility for supplying valid email contact details for the account, updating the details when necessary and checking that statements have been received in accordance with the dates announced above. If a statement has not been received on any the published dates, the accountholder must contact Queens College Administration.

Where the liability for the payment of the fees and charges changes from one party to another party, each party will be required to submit to the Manager Finance and Administration a signed document which clearly indicates the change of liability for the payment of fees and charges, and the commencement date of this change in liability.

If the College does not receive a mutually accepted agreement for the parties involved, the original parental/guardian signatory to the Accommodation Agreement will be liable for all debts incurred. If

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circumstances occur involving death or incapacitation of the party responsible for paying the fees, please contact the Manager Finance and Administration.

Up-to-date fees and charges information is made available to students online and can be accessed on [www.queens.unimelb.edu.au](http://www.queens.unimelb.edu.au).

### Confirmation of Residency Fee

A \$1,000.00 fee is payable with the student entry form. This fee is deducted from the Annual Fee if place is accepted. The Confirmation of Residency Fee is only refundable in exceptional circumstances (for example if the student receives a 2<sup>nd</sup> or 3<sup>rd</sup> round offer, personal or family calamity).

### Entrance Security Deposit

The Resident will be required to pay a security deposit as a component of the Residential Fee set out in the schedule of payments and in their Letter of Offer. The Security Deposit fee of \$800.00 will be held by Queen's College for the duration of residency at the College.

Security/reservation deposits will NOT be returned in the following circumstances:

- If a resident has charges assessed against her/his deposit during room inspection. Charges that exceed the deposit amount are applied to the residents account balance.
- If a resident has not satisfied all occupancy charges upon vacating the residence, or has other unpaid charges on her/his account, in which case the deposit will be applied toward the charges.

The security deposit will be refunded when a student has followed and completed checkout procedures, and all departments have confirmed that no additional charges for damage or cleaning will be necessary.

Residents will be asked to consider the option of donating the security deposit, or a nominated portion, to the Building Refurbishment Fund. The Building Refurbishment Fund involves the updating of facilities such as student rooms.

The security deposit or the balance of the security deposit will be refunded by the end of July for a mid year exit or end of February for an end of the year exit.

### Annual Fee

The Annual Fee for 2017 is \$27,752.00 and has been set in light of operating costs and requirements to ensure the infrastructure of the College is enhanced over time.

The Half-Yearly Fee is \$13,876.00

## Additional Fees and Charges for First Year

### Enrolment Fees

The Enrolment fee of \$683.00 includes Life Membership to the Wyvern Society

### Orientation Week Fee

Club and College charges for Orientation Week are \$683.00

### Key Levy

Key levy fee is \$147.00

## Other Mandatory Fees and Charges

### Sports and Social Club Subscription

The Fee for 2016 is \$379.00

### Initial Print Credit

The fee of \$47.00 is used for network printing and purchases.

## Optional Fees and Charges

Network Cable (can supply own)	\$15.00
Purchase of Gown - New / Second Hand	\$131.00 / \$98.00
Parking Fees per Year - Car / Motor Cycle	\$846.00 / \$489.00
Vacation Rates - Dining Hall Open	\$797.00 p/week
Vacation Rates - Dining Hall Closed	\$612.00 p/week

### Notice of Withdrawal

When residents enter Queen's it is the understanding that they will remain for the whole year. If circumstances require a resident to leave before the end of the year, notice must be given in writing at least six weeks prior to end of Semester dates or else be liable for the next semester's fees. This rule may be waived if a replacement is found. In special circumstances students can be accepted for a semester in consultation with the Master.

## Fee payment

### Fees (payment methods listed below)

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Enrolment, Orientation, Key levy Entry Security Deposit, Sports and Social Club Subscription, Initial Print Credit, Network Cable and Purchase of Gown Fees are paid with the first Semester Fee.

Parking Fees for the year will be billed in the 1st semester after parking fob and sticker have been distributed. Applications for parking in 2<sup>nd</sup> Semester only will be considered and charged at half the annual fee.

All semester fees and related charges are payable within 2 weeks of receipt of the account or as appears on statement. Incidentals billed throughout the year appear on monthly statements payable within 2 weeks or as appears on statement.

When fees remain unpaid by the due date, the College will communicate with the family to make appropriate arrangements for payment of any outstanding fees.

If an account becomes overdue and the family has not made contact with the College to discuss their situation or make arrangements for payment, or payment arrangements default more than twice, then it will be deemed that a commitment to meet the debt is not evident and the College will initiate procedures to recover the debt which may include the use of the College's Debt Collectors.

Should a family fail or refuse to make arrangements with the Manager Finance and Administration, the Master has the discretion to exclude or not readmit a student whether permanently, or temporarily from the College.

### **Late Payment of Fees**

If the total amount payable remains unpaid by 5pm on the due date stated on the bottom of the statement, a late payment penalty of \$50.00 may be applied immediately and again on the anniversary of the due date for every month outstanding until the account is paid in full.

### **Methods of Payment**

Payments for fees and charges may be made by cash, cheque, credit card or bank deposit.

### **Cheque Payment**

Cheques should be made payable to Queen's College and mailed to:

Administration Officer  
Queen's College  
1-17 College Crescent  
PARKVILLE VIC 3052

### **Credit Card**

Credit cards that may be used to pay accounts are MasterCard, Visa or AMEX.

Credit card payments can be made by detaching and mailing the completed remittance slip from the bottom of the statement or by telephoning the Administrative Officer at College on 03 9349 0500.

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### Direct Bank Deposit

Details of the BSB and Account number are listed on the bottom of each statement. To ensure that your payment is identifiable please quote the 5 digit account code as the reference which appears at the top of the statement. There is no need to quote Queen's College as this will appear on our bank statement.

### International Payment

Please see below for the details you will require to send funds via direct deposit internationally:

Bank name: NAB National Australia Bank

Address of Branch: Ground Level, 330 Collins St, Melbourne, VIC 3000

Account name: Queen's College

BSB: 083 004

Account: 515 616 584

SWIFT code: NATAAU3303M

Phone number for NAB is +613 8641 9083

### Financial Assistance

Families experiencing financial difficulties may apply to the College for assistance. Application must be timely but assistance is not guaranteed. Please call the Manager, Finance and Administration on 03 9349 0755 to discuss.

### Scholarships, Prizes and Bursaries

A considerable number of Entrance and Continuation scholarships are awarded to undergraduate students of the College each year. Scholarships are deducted from 2<sup>nd</sup> Semester Fees. Detailed information is provided on the College website.

A number of prizes are awarded to winners of competitions organized by the William Quick Club. The College also awards prizes donated by benefactors.

Bursaries are also offered by the College for financial assistance. These include generous continuation bursaries awarded in October. Students enquiring about bursaries are encouraged to consult the Master. In order to qualify for bursaries students must be able to demonstrate financial need.

### Leave of Absence

In exceptional circumstances students may need temporarily to leave the College. Financial matters relating to a Leave of Absence must be discussed with the Manager Finance and Administration.

### General Fee Enquiries

For general fee enquiries, please contact the Administrative Officer on 03 9349 0500 or [office@queens.unimelb.edu.au](mailto:office@queens.unimelb.edu.au)