



## DUCHESNE COLLEGE

# Fees and Remissions Policy

### VISION AND VALUES OF DUCHESNE COLLEGE

#### Vision

Inspiring personal formation within an inclusive community and an atmosphere of wise freedom.

#### Values

We seek: "Strength in the Light of Truth", as expressed in our motto: "*Robur in Luce Veritatis*".

- We respect each individual within our community
- We embrace diversity and inclusivity
- We aim for the highest standards in all our undertakings
- We value and promote charity and service
- We are committed to our Vision

### INTRODUCTION

Duchesne College is a not-for-profit organisation, incorporated by Letters Patent 17 February 1949 pursuant to *The Religious Educational and Charitable Institutions Act 1861* (as amended).

### 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 on the College website.

#### Inclusions

- The fee covers enrolment at Duchesne College and includes:
  1. Residential fees: inclusive of room, meals, facilities, academic and wellbeing 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.

Fees are to be paid in full by the end of the relevant Semester. Families who require extended payment terms should work with the College through the Director of Business and Operations to come to an agreed suitable arrangement. Where no formal arrangement has 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 Duchesne College fees and other charges.

- **Siblings**  
Duchesne and St Leo's Colleges will offer a \$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.

- **Bursaries and Scholarships**  
Duchesne College offers a number of Bursaries and Scholarships from time to time that are offered on the basis of financial need or excellence/merit.

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

## **RELATED DOCUMENTS**

- Fee Schedule
- Remission Schedule
- Scholarship and Bursary Information

**FEEDBACK**

College staff, residents, associates, and parents/guardians may provide feedback or inquiries about this policy by emailing: [manager@duchesne.uq.edu.au](mailto:manager@duchesne.uq.edu.au)

**APPROVAL AND REVIEW DETAILS**

<b>Approval and Review</b>	<b>Details</b>
Policy Approval Authority	Chair of College Council
Last Approval Date	19 October 2021
Review Date	September 2023
Policy Administrator	Director of Business and Operations