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**ROCKWELL COLLEGE**

**FEES POLICY 2018-21**

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Rockwell College is a recognised Voluntary Secondary School, providing Junior Certificate & Junior Cycle, Transition Year, Leaving Certificate and Leaving Certificate Vocational Programmes as prescribed by the D.E.S. which may be amended in accordance with Sections 9 and 30 of the Education Act (1998). Rockwell College is a co-educational school. The pupil body comprises of boarders and day-boarders. The College operates under the Trusteeship of the Spiritan Education Trust.

**MISSION STATEMENT**

We support the principles of providing an environment where: Catholic values and practices are promoted and maintained; pupils can develop their full potential; personal responsibility is promoted; life-skills are reinforced through participation in educational, sporting and cultural activities; pupils are prepared for an appropriate career; pupils are made aware of their cultural heritage; parental collaboration is promoted and encouraged; an education free from fear and intimidation is provided; a sense of integrity is nurtured and the student demonstrates respect of values, diversity of tradition, language and ways of life in society. This will be fostered through the pastoral care system of the College.

**RATIONALE:**

Rockwell College is a fee-charging Voluntary Secondary school. School fees are the primary source of income for Rockwell College notwithstanding the payment of a number of teaching salaries by the Department of Education & Skills.

The Department of Education and Skills (DES) pays the salaries of those teachers according to the number of pupils enrolled in the previous year. This is calculated on a ratio prescribed by the DES.

To facilitate a wide curriculum and range of classes, the Board of Management employs a number of teachers in excess of the staffing allocation made to the school by the DES.

Rockwell College also employs a number of ancillary staff to support the pupils, teachers and management of the College and to ensure the well-being of the child. The maintenance and upkeep of the College grounds, buildings and facilities are the responsibility of the Board of Management and these costs are also paid from the fees charged.

This document is intended to outline for parents/guardians/agents the fee structures in place, relevant applicable discounts, payment methods and other relevant information relating to the payment and processing of fees at Rockwell College.

**GLOSSARY:**

Parents: Parents/ Guardians/Agents responsible for the payment of fees

The College: Rockwell College

DES: Department of Education & Skills (or similar body)

Trustees: Spiritan Education Trust (SET)

Residential Boarders: Pupils residing in the College or with Host families as boarding pupils

Full Day: All tuition, lunch, extra-curricular, tea & Evening Study

Reduced Day: All tuition, lunch, extra-curricular.

**FINANCIAL RESOURCES:**

As a fee-charging school, Rockwell College does not receive capitation grants (i.e. grants for heat, light, electricity) from the DES. Neither is it eligible for a range of other grants. It is totally dependent on fees to meet all costs apart from those teaching salaries met by the DES and certain State prescribed funds that may arise from time to time.

The fees set by Rockwell College are approved annually by the Trustees, namely the Spiritan Education Trust (SET). Only the Trustees can approve any change in the fees set by the Board of Management of Rockwell College.

**REQUIREMENTS OF PARENTS:**

It is expected that parents will:

* Familiarise themselves fully with the fees charged by the College and accept the obligation to pay the fees
* Pay the fees punctually in accordance with the payment options below.
* Communicate with the Finance Manager in the event of delayed payments
* Respond if informed by the College that there are delays in the receipt of payment.
* Be available to meet with the College to discuss issues arising from fee payment or non-payment
* Deal with the College in an honest and transparent manner
* Inform the College promptly of change of contact address of either or both parents.

**REQUIREMENTS OF ROCKWELL COLLEGE:**

It is expected that Rockwell College will:

* Send any and all communication in relation to fees in a format that is easily understood.
* Deal with queries promptly, courteously and professionally.
* Be available to meet with parents to discuss issues arising from fee payment or non-payment.
* Adhere to the requirement for Trustee and Board approval in relation to fees set.
* Inform parents of any fee increases as far in advance as is practical to allow parents to plan appropriately.

**PAYMENT OPTIONS:**

Payments may be made by cheque, cash or Bank Transfer to the relevant College account indicated to parents.

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| **Option 1** | One single payment on August 1st | Open to all pupils. |
| **Option 2** | Two half year payments on August 1st and November 1st.  | Open to all pupils. |
| **Option 3** | Standing Order for 10 equal monthly payments totalling the full fee due starting August 1st with final payment May 1st  | Available to Day Boarders and Irish resident boarders only |

**ADDITIONAL CHARGES:**

In addition to College Fees, Boarders resident in Ireland will be charged for laundry, transport, books and uniform etc. if supplied by the College. These extra charges will be billed quarterly and are required to be paid immediately. Overseas Boarders pay for these services via their Reserve Fee. The balance, if any is returned at the end of the year.

**SCHOLARSHIPS:**

A Scholarship Programme is in place in Rockwell College as follows:

* Incoming First Year candidates sit three exams – Irish, English and Mathematics
* The candidate who attains the highest cumulative total is awarded a Full Scholarship to cover the Full Day Fee for a maximum of six years as a pupil in Rockwell College.
* The next three highest candidates will be awarded a Half Scholarship each to cover 50% of their selected Fee for a maximum of six years as a pupil in Rockwell College.
* Successful candidates who apply as boarding pupils at the College will have their fees discounted by the amount specified in their Scholarship award.

**DISCOUNTS:**

In order to support parents, a discount is applied in cases when a second or subsequent sibling is attending concurrently. This discount is applied only to pupils attending as Full Day boarders and residential boarders. The discount is 25% of the College Fees and does not apply to additional charges that may arise such as school trips, books, uniform, Mock Exam fees, State Exam fees etc. As in the case of the fees charged by the College, any change in the discount is subject to Trustee approval prior to being amended by the Board of Management.

**TERMS & CONDITIONS OF DISCOUNTS:**

* The Sibling Discount is applicable to the second and subsequent sibling attending concurrently (i.e. two or more attending the College in the same school year).
* It is only applied where all siblings are taking the Full Day Option or are Residential boarders
* In cases where a pupil might be eligible for both a Scholarship and a Sibling Discount, the higher of the two discounts only will be applied to that child.
* iscounts and Scholarships apply in respect of a named child.
* Discounts and Scholarships are not transferable.

**RE-IMBURSEMENT OF FEES:**

* A deposit is required once a place in Rockwell College has been offered. This deposit is non-refundable.
* No re-imbursement will be made in the event of school closures (strikes, weather etc.) or pupil absence.
* Fees will not be reimbursed if the child leaves Rockwell College during the school year for any reason.

**CHANGE OF STATUS:**

In the event of a change of pupil status – i.e. a move from Reduced Day to Full Day, or to boarding, a pro-rata increase will be applied to the fees for that pupil.

**NON-PAYMENT OF FEES:**

Rockwell College requires the payment of fees to provide the services offered to pupils. Every effort is made by the College to monitor accounts and advise parents if concerns are arising in respect of payments. In cases where fee payment is not punctual or falls short of the amount due, the College may proceed with any or all of the actions below:

* A reminder note on statements issued that payment is late
* A note to inform parents that the payments being made are insufficient to cover fees due
* Personal contact via phone or letter
* Invitation to meet relevant staff to discuss problems that have arisen
* Withdrawal of educational (tuition) & support services (meals/Extra-curricular/Study/boarding) from the pupil(s) involved.
* Legal proceedings to recover the outstanding debt.

**POINTS OF NOTE:**

* In instances where parents have a poor payment history, Rockwell College can require full fees to be paid up front prior to the commencement of the next school year.
* Both parents/guardians and, where applicable, agencies are jointly and severally liable for any fees and charges issued and balances outstanding.
* Unless the school is otherwise advised in writing, notification issued to the pupil’s last known home address on the College shall be considered sufficient notification of outstanding issues to both parents.

**RATIFICATION & REVIEW**

This Policy was ratified by the Board of Management of Rockwell College and is subject to periodic review.

\_\_Sr. Ena Quinlan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_27.09.18\_\_\_\_\_\_

Chairperson, Board of Management Date