



FEE AND LEVY COLLECTION POLICY

St Augustine's College aims to provide a quality education to all students and in order for this to occur effectively, fees and levies are charged. The College is committed to integrity in billing. The published fees and levies cover all compulsory activities at the College and our families can confidently expect that they represent the total compulsory charges that will be billed by the College throughout the year.

SCHEDULED COLLEGE FEES

The Schedule of Fees and Levies contains seven elements:

- Tuition Fee
- Resource & Activity Levy
- ICLT Levy
- Capital Levy
- Health & Wellbeing Centre Levy
- P & F Levy
- Parent Participation Plan Levy

TUITION FEE

Tuition fees cover an amount remitted centrally, the Archdiocesan Education Levy, which provides shared resources, including teaching staff, to all schools and a Futures Fund Levy, which provides for the purchase of land for future school development within the Archdiocese. This is a valuable investment in the future of all schools in the Archdiocese. The tuition fee also pays for additional support staff, not provided for by the Archdiocese, general administration expenses such as insurances, cleaning costs, power, water and council charges and for the maintenance of College buildings, grounds and equipment.

Student accident insurance is included in tuition fees. This policy covers all enrolled students. Details of items covered by the policy can be found at the College office.

Tuition fees are charged per student and vary depending on precinct (i.e. Early Years, Junior Years, Middle Years and Senior Years). Discounts are given when more than one child from a family attends the College.

RESOURCE AND ACTIVITY LEVY

Resource and Activity levies cover a range of items including classroom and subject books and materials, Bloxside Centre (Library) books and other teaching and learning resources.

They also cover the cost of excursions, performances, visiting authors and artists, the athletics and swimming carnivals, camps and the cost of the lowest priced Year 10 significant experience (other Year 10 significant experiences will incur additional charges). This levy includes the annual College Yearbook which is issued one per family.

Resource and Activity levies do not cover the Year 11 semi-formal and the Year 12 formal, Confraternity (Rugby League & Netball), overseas immersion experiences or instrumental music fees.

Resource and Activity levies are charged per student and vary depending on precinct.

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ICLT LEVY

The Information Communication Learning Technologies (ICLT) Levy provides funds for the College to provide ICLT equipment and facilities including MacBook and iPad technologies available in Prep – Year 6, the 1 to 1 MacBook program provided in Year 7 – Year 12, printers, smartboards, and projectors. A portion of this levy covers costs related to insurance, maintenance, software licensing and school based technical support. This levy covers costs associated with the provision of specific technologies in specialist subjects such as Music, Multimedia, Visual Arts and Design Technology. Every student at the College benefits from the ICLT Levy.

ICLT levies are charged per student and vary depending on precinct.

CAPITAL LEVY

The Capital levy is used to service loans that were required to fund the building of classrooms and other facilities (e.g. under-cover areas). This levy is not voluntary and therefore not tax deductible.

The Capital levy is charged per family.

HEALTH AND WELLBEING CENTRE LEVY

The Health & Wellbeing Centre levy is used to fund loan repayments associated with Eli's, the College's gym and tennis court facilities, which the College constructed in 2013. This levy is not voluntary and therefore not tax deductible.

The Health & Wellbeing Centre levy will:

- Benefit all students P - 12
- Focus on health, physical education and wellbeing
- Be partly funded by the State Government initiative for Year 7 students to move to Secondary School
- Be available to be used by community organisation.

The Health & Wellbeing Centre levy is charged per family.

P & F LEVY

The Parents and Friends levy provides a guaranteed minimum source of income to St Augustine's College Parents and Friends Association in order to pay the P & F Federation Levy and to meet the P & F's commitments. Currently, the P & F is using part of his levy to assist the College fund repayments on the loan that was taken out for the Health & Wellbeing Centre.

The P & F levy is charged per family.

PARENT PARTICIPATION PLAN LEVY

This levy was introduced to encourage families to participate in the community service life of the College.

Families are charged the Parent Participation Plan (PPP) Levy at the start of Term 1 and the whole amount is refunded to a family once that family completes their PPP Service Card and has had it signed-off and returned to the College Business Manager. Refunds can only be made in the year that PPP hours are completed. Any un-refunded hours cannot be carried into subsequent years.

PPP Service Cards are available from the College office.

CERTIFICATE SUBJECTS (YEAR 11 & 12)

Certificate courses undertaken by Year 11 & 12 students supported by external providers will attract an additional levy. These levies include RTO fees, course and material costs. These levies will be invoiced at the beginning of the school year in full.

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ISSUING OF ACCOUNT STATEMENTS

School fees and levies, with the exception of Certificate Subject Levies are charged on a term basis before the commencement of the first week of term in accordance with the College Fees and Charges listing available on our website.

A Statement of Fees and Levies will be sent to each family by the end of the first week of each term. The statement will mention a due date by which payment should be made, usually the end of week three of that term, unless a annual payment arrangement has been made with the Finance Office.

A reminder notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.

An overdue fee will be charged to all families who have not settled the school fee account by the due date where a payment plan is not in place.

WHO IS RESPONSIBLE FOR PAYMENT?

The parent/s and/or legal guardian/s, who have signed the Confirmation of Enrolment agreement with the College, are jointly and severally liable for the student's tuition fees and any other costs associated with the student's attendance at the College. Any changes in family circumstances must be documented in a 'Revision of Financial Obligations' form. Due to BCE Privacy Policy, the College cannot discuss an account with anyone other than the account holder.

PAYMENT INFORMATION

A range of payment methods are available including:

- Credit Card / Debit Card via a secure BPOINT gateway available on our website and parent portal.
- Direct Debit
- BPAY
- Centrepay
- EFTPOS – Debit and Credit cards at the Office (American Express not accepted)
- Ongoing Credit Card / Debit Card deductions
- Cash at the Office

Forms are available from the website of College office for any of the above payment options. College finance staff are available to assist you in calculating repayment amounts. All fees must be paid in full by Friday 7th December 2018.

College accounts can be paid at the College office. Cashier hours are Monday – Friday 8:00am – 3:30pm.
Discount for Full Payment of Annual College Fees

DISCOUNT FOR FULL PAYMENT OF ANNUAL COLLEGE FEES

A discount of 2.5% will be offered to families wishing to pay their full years account by the Term 1 due date. Please contact the College office to ensure the correct calculation of the discount. The P & F Levy, PPP Levy and Certificate Course Levy are not able to be discounted.

OVERDUE ACCOUNTS

Families are advised annually of the due dates for payment of fees and again with each fee statement. **Accounts that have outstanding balances after the due date are considered to be in arrears and in breach of the Confirmation of Enrolment agreement.** It is unreasonable and unjust to other families to ignore fee statements or to fail to contact the College when problems affecting payment may arise.

Where the College is reluctantly forced to engage the services of a professional debt collection agency the administration and legal costs involved in any collection process will be added to the outstanding account. This may affect the parent/ carer's credit rating.

FEE PAYMENT EXTENSION

The College may grant an extension of time for payment in exceptional circumstances outside of the parent's and/or legal guardian's control. A request for such an extension of time for payment shall be made by communication, either by telephone or in writing, to the Finance Office prior to the due date.

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MEANS-TESTED FEES CONCESSION

Parent/s and/or legal guardian/s who, because of low income or financial hardship, consider that they cannot meet full payment of fees, can apply for a Means-Tested Fees Concession. Each application will be dealt with discreetly and in the strictest confidence.

Families eligible for concession are required to pay their account via direct debit or Centrepay. All fees and levies are required to be finalised by the end of year due date.

Concessions are not ongoing, and applications need to be resubmitted at the commencement of each school year.

Application forms are available from the Finance Office

STUDENTS LEAVING THE COLLEGE

Students exiting the College after the commencement of a term will be charged on a pro rata basis for the number of weeks attended during that term. All resources (MacBook, case, chargers and any other library resources) not returned within 5 business days of the student's date of departure will be invoiced to the account holder.

Exited families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Business Manager. Any family failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action.

In some cases, students may be absent from the College for a whole term. In such situations, the family may apply in advance for a 50% reduction in Tuition Fees and Resource and Activity Levies for the term(s) absent

Should an exited family default on a repayment arrangement, the account will be referred immediately to a debt collection agency for recovery action.

All requests for refunds must be made in writing to the College Business Manager.

APPLICATION PROCESSING FEE

All applications for entry into St Augustine's College incur a \$50.00 Enrolment Application processing fee. This fee is non-refundable and does not guarantee a place in the College.

ENROLMENT BOND

Acceptance of an offer of enrolment at St Augustine's College must be accompanied by a bond payment. The bond is \$150.00 for students in Prep to Year 6 and \$300.00 in total for students in Year 7 to Year 12. The bond will be refunded upon graduation or at the time the student leaves St Augustine's College provided the following has occurred;

- The student has completed at least 12 months education at the College
- All outstanding fees have been paid and all materials and equipment on loan from the College have been returned in a satisfactory condition.
- Failure to comply with the above may result in part or all of the bond being withheld.

