



FEES AND LEVIES 2019

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1 Statement of Intent

St Francis College and Brisbane Catholic Education are committed to providing a Catholic education to all children whose parents desire it. Fees and levies collected are essential in providing a high quality Catholic education for all enrolled children. We acknowledge that some parents may find themselves in financial difficulties from time to time. In spite of this, no student will be denied a place at our school because parents are **genuinely** unable to pay full, or even part fees. As a matter of justice to all parents, our fee concession process aims to determine just and equitable fees and levies which are within the family's ability to pay.

The fees and levies collected at St Francis College provide essential resources for the education of students which are aligned to the Vision and Mission of the College.

1.1 They provide for:

- i. Provide teaching, administrative, classroom support and facilities;
- ii. Provide essential resources, materials, facilities and equipment;
- iii. Assist with providing activities such as excursions;
- iv. Support the College building program;
- v. Maintain buildings, grounds and other facilities;
- vi. Technology facilities and resources for students.

2 School Fee and Levy Collection Process

School fees and levies are charged on a **term** basis during the first week of the term in accordance with the School Fees and Levies Schedule attached and also available on our website.

2.1 The following will be listed on your account:

- i. **Tuition Fees** – helps to offset the costs to teach your children; including administration, library and book hire costs;
- ii. **Capital Levy** – helps to offset the cost of providing new buildings as well as maintaining and improving existing facilities such as furniture and fittings;
- iii. **Friends of St Francis College (Parent Community Group) Levy** – provides special one-off benefits to the school by replacing traditional fundraising events;
- iv. **Activity Levy** – helps to offset the cost of activities, excursions and some resourcing for each subject in which the student is enrolled. The levy covers some of the expenses associated with co-curricular activities. It does not cover the cost of social functions such as the Formal, Semi-Formal or the Dinner Dance. These charges will generally be charged to the family account. You will be informed of this when we write to you providing details of the event.

From time to time there may be special events or activities, which have not been planned or budgeted for in the levies. Should it be considered necessary that your child/children attend, we will write to you confirming the activity and the cost, which most likely will be invoiced to the school account. For assistance, or if you have any questions please feel welcome to contact the Finance Office for clarification.



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- v. **Technology Levy** – supports the ongoing rollout of technology throughout the school. Technology is defined as, but not restricted to, the provision of computers, projectors, smart boards, software, and the upgrade and extension of the school backbone (fibre and wireless).
- 2.2 Parents are asked to pay their account by the due date, which is shown on the account or within 14 days of the issue of the Statement of Fees and Levies, unless specific payment arrangements have been approved. The account issued to you is a Statement of Fees and Levies charged for the Term and will not include payments which you may have made. For a detailed Statement, which includes all transactions on your account contact the College and ask to speak with one of the staff in the finance office.
- 2.3 Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available; however please remember to contact the College as soon as possible, preferably before the due date of the payment of your account.
- i. For an extension of time, please contact the school finance office prior to the due date;
 - ii. For consideration and establishing a payment plan with regular instalments, all payment plans must ensure that the account is cleared by the last day of the school year. Any extensions will need to be negotiated with the Principal and/or Business Manager. To establish an Agreed Payment Plan, forms are available on the College website or from the Finance Office;
 - iii. For fee concessions in cases of financial hardship an application may be made for an adjustment of fees charged. Concession applications are accepted at the commencement of each year or at any point initiated by the family or when the hardship occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application. A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Francis College is used when reviewing applications. Concessions are means tested in line with Federal Government Guidelines. The assessment process takes all cash flows into consideration, such as Wages/Salaries, Austudy, Family/Stay at Home Allowance, Child Support Payments.

The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.

Any change to your circumstances should be advised to the College within 14 days of the change. Concession Applications are assessed by the end of Term 1 or when you lodge your Application. You will receive a letter from the School advising the outcome of your Application which you need to sign and return the copy of the letter. Your account will be adjusted in Term 2 for Term 1 and 2 Concessions, with Term 3 and 4 being processed in the respective Terms.



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Concession application forms are available at the school finance office or on the College web page. All matters are dealt with on a confidential basis.

- 2.4 Should your account not be paid by the due date as indicated on your Term Statement, you will be contacted so that arrangements can be made to clear the account. Contact will be via the most appropriate means and, generally during business hours.
- 2.5 Where accounts remain outstanding, and you have not made contact with the College to discuss outstanding fees and payments made or a mutually agreed payment program, a Letter of Demand will be forwarded to you. If you choose to ignore this letter, or do not make contact by the due date of the Letter, the College is reluctantly forced to engage the services of a professional debt collection agency. Administration and legal costs in any collection process may be included in the amount outstanding.

3 Methods of Payment

Continuing payments can be made using the Direct Debit, Credit Card or Centre Pay (Centrelink) systems. Contact us if you need assistance in completing any forms, which must be returned to the College immediately for processing. Payments can also be made by cash, credit card, B-Pay or EFTPOS.

We do not accept payments by cheque. You may also arrange your payments on a weekly, fortnightly or monthly basis. Any calculations we make or advise on total fees and levies payable by you are estimates and should not be interpreted as your total commitment payable to the College.

4 Late Start Enrolment

New students entering St Francis College after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's and/or Business Manager's discretion.

5 Withdrawal of Enrolment

The College reserves the right to charge and collect all fees and levies for the whole term in which the enrolment is terminated. Presently the College pro-ratas a reduction in fees and levies based on the remaining weeks in the term.

Student text books, library books and laptops and all accessories are to be returned to the School. If these items are not returned, the College will seek payment for replacement separately to the collection of any outstanding account, and any fees which remain outstanding, will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.



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6 Extended Leave/Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of **previous leave occurrences**, and the existence of student waiting lists.

For further clarification regarding the above School Fee and Levy collection process, please contact the Finance office on 3489 4800.

7 Term Fees and Levies for 2019

Learning Phase	Year Level	Tuition Fee	Levies				
			Activity	Technology	Capital	Resource	Friends of St Francis
Early	Prep	\$225	\$50	\$50	\$105	\$10	\$30
	1	\$225	\$50	\$50	\$105	\$10	\$30
	2	\$225	\$50	\$50	\$105	\$10	\$30
	3	\$225	\$50	\$50	\$105	\$10	\$30
Junior	4	\$225	\$65	\$55	\$105	\$10	\$30
	5	\$225	\$65	\$55	\$105	\$10	\$30
	6	\$225	\$100	\$55	\$105	\$10	\$30
Middle	7	\$410	\$105	\$90	\$105	\$0	\$30
	8	\$410	\$105	\$90	\$105	\$0	\$30
	9	\$410	\$105	\$90	\$105	\$0	\$30
Senior	10	\$515	\$120	\$100	\$105	\$0	\$30
	11	\$515	\$165	\$100	\$105	\$0	\$30
	12	\$515	\$210	\$100	\$105	\$0	\$30