School Fee Regulations and Guidelines

An explanation of School Fees and Charges

There are four (4) compulsory components to school fees:

1. **Tuition Fees**
   Tuition Fees cover the majority of school expenses other than those within the Resource Levy below. These expenses include school paid staff salaries, administration and operating costs of the school. For individual year level amounts please see Page 4.

2. **Capital Levy** - $672.00 per family per year.
   The Capital levy is a building improvements and maintenance levy and is used for the acquisition, construction and maintenance of school buildings, and to support capital loan repayments. It is compulsory and not tax deductible.

3. **Parents & Friends Levy** - $40 per family per year.
   This levy is set down each year by the Parents and Friends’ Association. These funds are utilised by the College’s Parents & Friends Association to support the College and its community.

4. **Resource Levy**
   This covers the cost of student expenses such as classroom consumables, excursions, student protection insurance. In Years 11 & 12 individual subject levies also apply.

**Not included** in the above fees are the following charges:

- A non-refundable enrolment application fee of $110.00 (Inc. GST) per student, with a maximum of $220.00 for new families.
- A non-refundable enrolment application fee of $110.00 (Inc. GST) per additional student for an existing family.
- A non-refundable holding deposit of $200 per student for new Middle & Senior year students, unless the student progresses from a SCCC Early and Junior campus where no fee applies.
  Upon the student starting, this holding deposit is credited to the next term school fees.

- Charges for non-compulsory socials such as the Year 12 Formal, the Year 11 Big Night Out, any extra curricula sporting and recreation trips and defensive driving courses.

- Overseas student charges. Details of Full Fee Paying Overseas students are available from the College’s Business Manager.

**Goods and Services Tax**

- Education Curriculum is GST exempt, and as such GST does not apply to School Fees. However other activities of a recreational nature (e.g. school formals) do attract GST and is charged accordingly.
School Fees and Charges conditions

- School Fee statements for Tuition fees, and the Capital levy, Parents & Friends levy, are issued over four (4) terms per year, and are payable 14 days from the date of issue.
- School Fee statements for the Resource / Senior Subject Levies are issued over the first three terms of the year, and are payable 14 days from the date of issue.
- Unless otherwise approved, payment is required in full by the due date.
- The due date is stated on each term account.
- Parents / Carers who are experiencing financial difficulty should contact the College’s School Fees Debt Management Officer, but BEFORE THE DUE DATE.
- Direct Debit is now the preferred method of payment, and all families that do not pay their school fees in full by the due date will be required to enter in a regular payment arrangement using the College’s Direct Debit facility.
- If school fees are not paid, and there is no approved payment arrangement, accounts may be forwarded to a commercial collection agency and additional collection costs may be payable.
- Refunds to families for any overpaid fees will be processed once a signed termination of enrolment form is provided by the parents / carers, and all applicable books and resources are returned.
- Refunds are made by cheque or electronic transfer and will be processed once all the refund conditions are completed.

Part Term Enrolment / Termination Policy

Part Term - New Enrolments- Permanent
If a student enrolment commences within the school term – full weeks pro-rata tuition fees and resource / senior subjects levy are payable.

No adjustment is made in relation to the Capital Levy or Parents and Friends Levy (i.e. full term levies apply).

Part Term - Termination of Enrolment
If a student enrolment is terminated after the commencement and within the first four (4) weeks of the school term – a 50% refund adjustment will apply for that terms tuition fees, and for Resources Levy for terms 1, 2 & 3. No adjustment applies for the Resource Levy if the student terminates in term 4.

If a student enrolment is terminated after four (4) weeks of the term – no refund adjustment is applicable and the full term’s school fees are payable.

No refund adjustment is made in relation to the Capital Levy or Parents and Friends Levy. (i.e. full term levies apply).

Temporary Enrolments
Temporary enrolments are only available for students who are Australian Citizens, or who hold a student visa that is exempt from being charged as a Full Fee Paying Overseas Student.

Temporary enrolments cover a period of up to one (1) term (generally 10 weeks). If the period exceeds one (1) term, the enrolment is deemed a normal enrolment and normal fees and charges apply.
Fees applicable for temporary stays are as follows:

1. No enrolment fee applies, but a holding deposit of $100 is payable. Upon the student starting this holding deposit is credited to the term school fees.
2. Tuition Fees. – Pro-rata annual fees based on the number of weeks (or part thereof) up to five (5) weeks. If greater than five (5) weeks – full term fees apply.
3. Resource Levy – as per tuition fees.
4. Camp levy – payable if applicable during the stay.
5. Capital Levy – $Nil
6. Parents & Friends Levy - $Nil

Change of Subjects – Senior Secondary only

In Years 11 and 12, if a student changes subjects, the subject levy as applicable will apply from the next term, except in the case of camp levies (e.g. North West Island camp) where an adjustment will apply within the term.

Payment of School Fee Accounts

The preferred method of payment for fees is the College’s Direct Debit facility. The College will arrange for you a payment plan that suits your family i.e. weekly or fortnightly payments through your bank. You can also arrange to pay by regular electronic funds transfer from your bank, or from your Centrelink payment through Centrepay. Contact the College Finance Department for assistance.

Student Care Insurance

Each family is charged a small amount per student per year which is included in the Resources Levy for limited/conditional insurance coverage for injuries sustained at any school activity. This has been arranged through Catholic Church Insurance with the approval of the Parents and Friends Association. For further details go to the School Care section of the CCI web site @ http://ww1.ccinsurances.com.au

Variation of Fees (Concessions / Adjustments)

An adjustment (concession) to school fees may be negotiated for those families experiencing financial hardship.

- Variation of Fees (concessions) applies only to the current year and parent/carer must apply each year.
- Families experiencing difficulties may apply at any time during the year. However, fee concessions normally only apply to the remaining school terms as applicable.
- Generally concessions apply only to the Tuition fees, the Capital levy, and the P&F levy.
- An APPLICATION form can be obtained by contacting the College’s School Fees Debt Management Officer.
- All applications must be supported by copies of various documentary evidence of income and the cost of housing.
- If approved, families will receive a letter outlining the approved fee variation (concession).
- As a condition of a variation of school fees, the applicant must complete a Direct Debit payment arrangement within 14 days of receiving an approved variation, to settle the balance of school fees payable.
Deferred or suspended enrolment

To *defer or suspend enrolment* means to *temporarily put studies on hold* (adjourn, delay, postpone).

Parents may apply to the College - Head of Campus for deferment or suspension of their children’s studies, if they have good reason for doing so (compassionate or compelling circumstances).

Depending on the circumstance the Head of Campus may choose to grant or decline any request for deferment or suspension of studies on a case by case basis within the following guidelines.

Compassionate and compelling circumstances - these are generally beyond the control of the student and have an impact on the student’s course progress or wellbeing. These include but are not limited to:

1. Serious illness or injury, where a medical certificate states that the student was or will be unable to attend classes;
2. Bereavement of close family members such as parents or grandparents;
3. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the child’s studies;
4. Traumatic experience which could include: involvement in, or witnessing of a serious accident; or witnessing or being a victim of a serious crime, and this has impacted on the student;
5. Students travelling interstate / overseas representing the school or community in sport or educational activities;
6. Students travelling interstate / overseas on holidays with the family.

A - In cases 1-5 above, where approval is granted, and the child is absent for less than five (5) continuous weeks, there will be no adjustment to the school fees, i.e. normal full fees are payable.

B - In cases 1-5 above, where approval is granted, and the child is absent for greater than five (5) continuous weeks, the school fees will be adjusted (wavered) for the period of full weeks absent.

C - In case 6 above, where approval is granted, and the child is absent for less than 10 continuous weeks, there will be no adjustment to the school fees, i.e. normal full fees are payable.

D - In case 6 above, where approval is granted, and the child is absent for greater than 10 weeks – the school fees will be adjusted (wavered) during the period of full weeks absent, provided that the parent pays any outstanding school fees and charges. A re-instatement fee of $66.00 per student is also payable upon your child/children’s recommencement.