



Fee Policy and Procedures

RATIONALE

St John Fisher College aims to provide families with access to a quality Catholic education for their daughters. Our College mission statement forms the foundation for that education. As a Catholic school, we uphold the value of *stewardship*, therefore, we are entrusted to manage the College resources in an ethical and responsible manner. In doing this, we acknowledge the contribution to resources by those who have gone before us and, accept collective responsibility in planning for the future needs of the College.

POLICY

St John Fisher College strives to offer the highest quality education, resources and facilities for our students while keeping fees and levies as affordable as possible for our families.

GUIDELINES

The College, as a part of the Brisbane Catholic Education (BCE) system, charges fees to recover the costs incurred to educate students. These include providing:

- Staff across all areas of the College
- Essential resources, materials and equipment
- Maintenance of all College facilities
- New facilities to best possible standards.

Fees are levied in accordance with BCE guidelines taking into account the local community's financial capacity with adjustments to fund specific needs at the College.

Timely payment of fees is an expectation of enrolment. We expect all accounts to be fully paid by the second Friday in November each year.

1. ACCOUNTS

Invoices are issued within the first two weeks of Term One, Two and Three. Additional accounts may be issued to invoice ancillary expenditure such as lost or damaged library books or computers, etc. The due date is fourteen (14) days from the issue date of the invoice. The invoice will cover all fees associated with the tuition of students. Fees are levied on either a per student or per family basis.

Fees charged on a per student basis include:

- Tuition Fee
- Resource Levy
- Camp
- Other charges as may be necessary

Fees charged on a per family basis include:

- Capital Levy (which is compulsory and not tax deductible)
- P & F Levy
- Other charges as may be necessary

2. FEES CHARGED

As far as is possible, Fees Schedules for the following academic year will be published by 21st November annually. Following is an explanation of fees charged:

2.1. Tuition Fee

Tuition fees are charged to contribute towards the running costs of the College and invest in programs that enhance the student learning experience. Tuition fees are charged on a per student basis, however, a family rate will apply where there are two or more students concurrently enrolled at the College. Discounts will apply to fees paid annually in advance by the designated date.

2.2. Student Levies

Student Levies are charged for the following purposes.

2.2.1. Resources

This levy covers most subject costs and excursions, transport and entrance costs to all Catholic Secondary Schoolgirls' Sport Association carnivals and competitions, school ID card, College magazine, student planner and record book.

2.2.2. Information Technology

This levy funds the provision of a loan laptop to each student for educational use. It also funds the provision of appropriate software, virus protection, support services, wireless network and internet access, and a limited accidental damage policy (See IT Policies & Guidelines Booklet for more information).

2.2.3. Book Hire

The Book Hire Levy facilitates the provision of textbooks in either hard copy or electronic form. It includes manuals and subject workbooks which are annotated by students for their sole use.

2.2.4. Camp

Year 7 students attend an Orientation Camp early in the year. Year 9 attend a camp with an outdoor focus. Year 11 undertake a Leadership Camp and Year 12 attend a retreat during the year.

2.3. Family Charges

Following are the fees charged on a per family basis or pro rata in the event of split billing.

2.3.1. Capital Levy

The Capital Levy is charged to each family and assists St John Fisher College to fund capital works and building maintenance. A portion of this levy assists Brisbane Catholic Education to develop new schools in population growth areas. This levy is not tax deductible.

2.3.2. P & F Levy

This levy is charged to each family and replaces continuous fundraising by the P&F. It is used by the P & F to fund College initiatives, help pay the College's landscaping loan and the purchase of resources which benefit students, such as lockers and room air conditioning. The Levy is determined by the Parents & Friends Association of the College and is revised at the AGM.

2.3.3. St John Fisher College Bracken Ridge Building Fund

From 2017 families will be invited to make voluntary, tax deductible, donations to the College Building Fund. Details of this fund will be separately provided to parents of enrolled students.

3. PAYMENT OF FEES AND LEVIES

Parents and guardians are expected to pay fees on a timely basis. *The College urges parents to make contact if families are experiencing difficulty meeting financial commitments.* This contact should be made with either the Business Manager or the Principal. **All matters are treated confidentially.**

The following are methods of payment for tuition fees and levies accepted by St John Fisher College:

3.1. BPay

The College Biller Code and the family's individual reference number are prominently displayed on all fee statements issued. Payment plans via Bpay are **only acceptable with the prior approval of the College.**

3.2. Direct Debit – Bank Account

Payments will be charged against your nominated bank account on specified days or dates or the nearest business day in the case of weekends and public holidays. *

3.3. Direct Debit – Credit Cards

Payments will be charged against your nominated credit card on specified dates or the nearest business day in the case of weekends and public holidays. *

3.4. EFTPOS

Payments via EFTPOS can only be made in person over the counter as it requires the input of the payer's PIN.

3.5. Cheque

Cheques can be made payable to St John Fisher College for payment of fees. Please ensure you have sufficient funds and allow a week for presentation of cheques to your account.

3.6. Cash

Cash payment is accepted, however, due to safety concerns for students and staff, it is not encouraged. The College will not be responsible for cash lost by students prior to it being handed to Student Reception and receipt issued.

3.7. CentrePay

CentrePay deductions from Centrelink are available in limited circumstances. Please contact the College Finance Office to discuss availability and obtain appropriate forms.

3.8. Provision of Credit

The College is not a credit provider under the auspices of the National Credit Act. All accounts must be settled within the payment term offered.

Direct debit authority forms are available from the College on the Parent Portal or by contacting the College Finance Office.

** Fees associated with payments rejected by banks and credit card companies may be levied to the fee account for payment. The College's bank will cancel any direct debit authorities that are subject to an excessive number of rejections.*

4. NEW ENROLMENTS

A **non-refundable Enrolment Fee** of \$100 is applicable when an enrolment application is lodged. This must be paid prior to interview.

If a place is offered a **Confirmation of Enrolment Bond** of \$300 is required to confirm your acceptance. If the place is not taken up the bond is **non-refundable**. This Confirmation of Enrolment Bond is held by the College and will be refunded at the end of Year 12 or if one full term's written notice of earlier termination is received. Any monies owing to the College will be deducted from the balance of the bond prior to refund.

4.1. Enrolments After the Commencement of the School Term

Enrolments after the commencement of a school term are accepted subject to the College's enrolment policy, the availability of places and subject choice. With the exception of camps or overnight excursions, fees and levies for part term enrolment will be charged as follows:

- Entry Week 1-4 inclusive 100% of the term's charges;
- Entry Week 5-8 inclusive 60% of the term's charges;
- Entry after the conclusion of Week 8 no charge; normal charges will commence with the following term;

Students **who attend** camps or overnight excursions will be invoiced for the full cost of the event irrespective of their enrolment date.

- Entry in Term 4 will be 25% of annual charges (excluding overnight camps already held).

5. WITHDRAWAL OF STUDENTS

To ensure the appropriate provision of staffing, pastoral care and resource allocation, the College invests significant funds in its education program well in advance. To facilitate effective planning, the College requires a full term's (ten school weeks) notice to advise of the withdrawal of a student. The notice must be in writing and addressed to the College Principal. Failure to provide adequate notice will result in the forfeiture of the Enrolment Bond and the charging of a full term's fees and levies (subject to the College's discretion).

6. VARIATION OF FEES (FEE CONCESSION)

In honouring the Catholic Social Justice Ethos, the College community offers an adjustment (concession) to fees for those families demonstrating financial hardship. This variation is subject to BCE guidelines and the provision of documentation evidencing financial hardship. Concessions are approved on a per annum basis only, therefore, if financial assistance needs to be extended beyond the school year **fresh applications must be made each year.**

Approval of concession arrangements will depend heavily on the quality of information provided with which to assess the application. Evidence must be provided. A key condition of any approved concession arrangement will be the provision by parents/guardians of signed documentation authorising the direct debit of payments from approved accounts. The family's obligation to the community's generosity is to advise the College as financial circumstances improve.

7. OVERDUE DEBTS

The College acknowledges that parents/guardians may from time to time require short term extensions of payment terms to enable the fulfilment of financial obligations. Such short term extensions will only be approved after a request has been made to the Finance Office. **All dealings in this regard are strictly confidential.**

The continued success of the College is reliant on its stewardship of resources including financial resources. The College has an obligation to the entire parent/guardian body to collect all fees as they fall due. Therefore, it will engage a range of strategies to facilitate the payment of fees. The College has in the past, with the approval of BCE, engaged external collection agents to recover monies owed. Appointment of collection agents will be a strategy that remains available for the College to pursue, at the discretion of the Principal. Where legally permissible, debt collection expenses incurred by the College will be charged back to the relevant parent/guardian.