

## FEES and LEVIES

Brisbane Catholic Education's new school fees and levies reflect the community's CTC (Capacity to Contribute) and are calculated in consideration of:

- 2011 Gonski Review of Funding for Schooling
- The school resourcing model with reference to the legislated funding methodology (with School Resource Standard and local Socio-Economic Status)
- Estimated DMI scores (Direct Measure Income).

Year 7/8 2022					
<i>Student-based charges</i>	First Child	Second Child	Third Child	Fourth Child	Fifth Child
Tuition Fee	\$1,100.00	\$825.00 (25% discount)	\$550.00 (50% discount)	\$275.00 (75% discount)	\$0.00 (100% discount)
Resources and IT Levy	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00
	<b>\$1,950.00</b>				
Family-based charges					
Capital Levy	\$500.00	\$0	\$0	\$0	\$0
Parents & Community Levy	\$50.00	\$0	\$0	\$0	\$0
	<b>\$550.00</b>				
<b>Total annual fees and levies</b>	<b>\$2,500.00</b>	<b>\$1,675.00</b>	<b>\$1,400.00</b>	<b>\$1,125.00</b>	<b>\$850.00</b>
<b>Per term</b>	\$625.00	\$418.75	\$350.00	\$281.25	\$212.50

Sibling discounts apply for children from the same family who are enrolled at San Damiano College.

In situations where a family has students at other BCE school/s, a discount may be arranged with agreement of both schools.

Families with limited financial capacity may be eligible for concession. Families are encouraged to discuss the matter with the Principal.

If annual fees are paid in full by 31 March 2021 families will receive a 5% discount on the tuition fee component.

## EXPLANATION OF FEES AND LEVIES

San Damiano College aims to provide a quality education to all students and in order for this to be achieved, fees and levies need to be charged.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please refer to our concession policy for further information including the concession application process.

Fees and Levies collected at San Damiano College are used for the following purposes which are aligned to the Vision and Mission of the College:

Capital Levy	To cover repayments on buildings and maintenance	
Parents and Community Levy	To support the work of parents and the community within the college	
Resources and IT Levy	This levy covers costs inclusive of: <ul style="list-style-type: none"> <li>• College Annual Magazine</li> <li>• Library Fee</li> <li>• Reports</li> <li>• Handbooks</li> <li>• Pastoral activities</li> <li>• Subject costs</li> <li>• Excursions</li> <li>• Class Competitions</li> <li>• Laptop or other technology device as determined</li> </ul>	<ul style="list-style-type: none"> <li>• Most materials for practical subjects</li> <li>• Textbook hire</li> <li>• Photocopying</li> <li>• Computer and peripheral hardware</li> <li>• Computer software</li> <li>• IT support</li> <li>• LAN/WAN facilities</li> <li>• Internet costs</li> </ul>

## ADDITIONAL CHARGES

Examples of additional costs which may apply:

- End of year functions
- Camps, retreats, interstate/overseas trips
- Term 4 Sport

## SCHOOL FEE AND LEVY COLLECTION PROCESS

1. School fees and levies are charged on a **term** basis during the first week of the term in accordance with School Fees Schedule
2. Fees are due to be paid within 14 days of the issue of the School Fee statement. The due date will be noted on the statement.

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 is available:

### **Extension of time**

If an extension is required, please contact the college finance office prior to when the debt is due.

#### **a. Payment Plans**

Payment of the school fee and levy account is by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and/or Business Manager.

#### **b. Fee Concessions**

In cases of financial hardship an application may be made for a fee concession.

(i) Concession applications are accepted at the commencement of each year or when the hardship within the family 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.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and San Damiano College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility.

(iii) Concession application forms are available at the college finance office.

(iv) All matters are dealt with on a confidential basis.

### **Recovery of unpaid fees**

- a. In fairness to families who pay their school fees regularly and on time, our college will follow up all overdue school fee accounts.
- b. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- c. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- d. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school debt collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.
- e. Legal costs, direct debit rejection fees and any debt collection costs, or other costs incurred will be at the family's expense.

## **METHODS OF PAYMENT**

- BPAY
- Online via Mastercard/Visa card through the College website by clicking the Enrolment tab and selecting 'Fees Payment Online' or via the Parent Portal.
- Agreed Payment Plan by Direct Debit, Credit Card or BPAY
- EFTPOS – Debit and Credit Cards at the College Finance Office
- Cash at the College Finance Office

The college does not accept payment by cheques.

## **CONFIRMATION OF ENROLMENT DEPOSIT**

In 2021, a **non-refundable** deposit of \$50.00 for the first student of a new family will be charged when the enrolment of the student is confirmed. Upon commencement, the deposit will be credited to the first Statement of Fees & Levies issued.

From 2022, a **non-refundable** deposit of \$150.00 for the first student of a new family will be charged when the enrolment of the student is confirmed. Upon commencement, the deposit will be credited to the first Statement of Fees & Levies issued.

A **non-refundable** deposit of \$100.00 for each subsequent student of the family will be charged when the enrolment of that student is confirmed. Upon commencement, the deposit will be credited to the first Statement of Fees & Levies issued.

The Confirmation of Enrolment deposit can be paid directly through the College website by clicking the Enrolment tab and selecting 'Fees Payment Online' or via the Parent Portal.

## **LATE FEES**

An SMS Reminder Notice will be issued to all families who have not settled the school fee account by the due date where an Agreed Payment Plan is not in place.

All Agreed Payment Plans will be arranged to include a regular schedule that will clear the school fee account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the College Business Manager.

## **CONCESSION INFORMATION**

A fee concession is available for eligible families. This eligibility is available based on a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines.

An Application or Concession on Fees form can be obtained by contacting the College Business Manager or Principal. The granting of a fee concession is conditional on the family agreeing to the direct debit method (including Centrepay) of school fee payment. Fee concessions are reviewed annually.

## **CONDITIONS RELATING TO TEXT HIRE**

San Damiano College operates a "Text Hire Scheme" for both print books and access to digital resources. These are the terms and conditions to which you agree when your child hires any items from the College's hire scheme, in either print or digital form.

Students are issued with the textbooks/resources at the commencement of the school year or as required during the year, in either print and / or digital form:

- Students will be responsible for **ALL PRINT AND DIGITAL TEXTS AND EQUIPMENT** issued in their name via the textbook hire scheme. **Full replacement cost** will be expected for any **damage, loss or theft of print items or equipment**.
- All books and equipment on hire must be returned to the College **BEFORE** the student leaves school each year. Any print books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear will be charged to the family and requested to be paid for in full before the student leaves the school.

Any student with print books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme, until all outstanding responsibilities have been met.

All students are responsible for the digital versions of textbooks and must remove these from their digital devices at the end of each school year.

## **LEAVING EARLY REFUND POLICY**

Should a student leave the school during a school term, written notification must be forwarded to the Principal. Student textbooks, library books and laptops and all accessories are to be returned to the School.

At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the School during the term. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.