



**St Francis de Sales**  
COLLEGE

# **Fees Policy**

# **2017**

## OUR MISSION

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student, so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings,
- foster the engagement of faith and reason,
- develop a love of learning and independent thinking,
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs,
- become a socially responsible contributor in the community and to society,
- acquire virtue and wisdom and respond generously to others throughout life.

## RATIONALE

Fees form an important part of the overall funding of St Francis de Sales College revenue. The College Board has the responsibility of administering the College's finances and has direct control in the setting and administration of fees.

The Board is aware that some families in our community find the payment of fees a heavy burden. As a Catholic Community we have an obligation to support those families who are less fortunate and ensure their children are offered a Catholic education. The Board also has an obligation to ensure those who are able to pay should do so. Families are responsible for making payments in a timely manner and commit to this during the enrolment process.

## PAYMENT OF FEES

Enrolling parents are jointly and severally liable to the College for all school fees, out-of-pocket and individual expenses. This will be the case irrespective of where correspondence and fees for accounts are addressed. The College expects separated parents to mutually arrange payment of their child's fees by the due dates or arrange a formal variation of payment with the College.

Families must commit to one of the two payment options offered:

- Early payment option i.e. 1 payment in full before 31<sup>st</sup> March which attracts a discount of \$180 per child
- Monthly Payment option i.e. 10 equal payments between February and November annually,

All families must commence a repayment option within a fortnight of commencing at the College and the preferred method of payment is by direct debit from the family's bank account to the College bank account. The College may vary the authority to cover outstanding fees by giving fourteen (14) days' written notice.

Any other variation will be outside fee policy unless a formal written arrangement is held by the College and lodged by 31<sup>st</sup> March confirming date of payments. The College does engage the services of a collection agency for overdue accounts.

## CAPITAL LEVY

The College Board have had a Capital Levy for many years. The board have increased this compulsory levy to assist the College advance its capital works program and master plan.

Government Grants do not cover many building programs and building updates. Substantial loans need to be taken for major projects including the Sports Centre, however to service the loans other income needs to be generated, so this family levy will assist with the repayments required.

## BUILDING FUND

St Francis de Sales College has a building fund; contributions to this fund are on a voluntary basis and therefore are tax deductible.

All funds will be allocated towards the Sports Centre to be located by the current netball courts and other Building Programs. This is the start of an exciting era for St Francis de Sales College and we need the support of families for a successful project to support the community. Early plans are located in College Reception.

Your tax deductible donations can be made via a form available form available at the College Reception or by phoning the College and authorising a credit card donation over the telephone.

## FEES FOR 2017

All fees are charged in full in February annually or within 2 weeks of commencing at the College.

Fees charged cover the following:

- Tuition and Resources costs, curriculum materials, art/tech/music/sport resources, text book hire, faculty consumables and extra curriculum activities. College diary and portfolio. IT equipment, internet access, email
- Printing and photocopying (up to a limit), library audio and video resources, student ID, Diocesan Levy
- Performances, local excursions, lock/locker use, ambulance cover and 24 hr student accident insurance (conditions apply). Transport and registration for Sports Carnival, R-5 swimming lessons.

Year Levels	Tuition & Resource Fee	Camps & Additional costs	School Card discount (applied upon approval)
Reception – Year 5	\$3460		\$900
Year 6	\$3810	Camp \$310 *	\$950
Year 7	\$3810	Camp \$1200 *	\$950
Year 8	\$5890	Camp \$300 *	\$1550
Year 9	\$5890	Camp \$560 *	\$1550
Year 10 – Year 11	\$7050	Retreat \$130 *	\$2000
Year 12	\$7050	Retreat \$130 * Year 12 Jacket \$130 *	\$2000

### Individual additional costs for budgeting purposes:

*College Uniform*, purchase at Pavilion Shop, *Bus tickets*, purchase at College Reception, *Stationery Yrs 7-12* order online [www.gopd.com.au](http://www.gopd.com.au) Login Code MTB17, *Individual Music Tuition* and *VET courses*

\*these costs are to be confirmed

Annual Family Fees	
Capital Levy	\$600
College Magazine	\$40

New Enrolments (fees per student)	
Application Fee	\$50
Acceptance Fee	\$350

### **Overnight Faith Retreat:**

All SACE students will attend an overnight faith retreat during the year. Participation is compulsory therefore no refunds will be given for non-attendance.

**Camps:** Students in various year levels are involved in camps. Details will be provided by year level teachers. Camps form part of the curriculum and as such all students are expected to attend. Refunds will not be given for non-attendance for camps, as bookings and preparatory work is based on student numbers for each year level.

**College Magazine:** One magazine per family will be billed to family accounts. Additional copies can be purchased if required at College reception.

**Capital Levy:** This levy is put towards the payment of existing loans taken out to undertake capital work and then contributes to reserves that accumulate over time for new building projects. This is a compulsory charge per family to support the current facilities and for planned development for 2017, commencing with the Sports Centre.

**VET:** Students undertaking VET and external courses will be charged course fees and consumable costs upon enrolment and payment is expected as per all College fees.

## FEE DISCOUNTS

**Sibling Discount** - for families with more than one student attending the following discounts apply

- |                                |   |                             |
|--------------------------------|---|-----------------------------|
| ▪ second child                 | - | 15% off annual tuition fee  |
| ▪ third child                  | - | 40% off annual tuition fee  |
| ▪ fourth & subsequent children | - | 100% off annual tuition fee |

**Early Bird Discount** - \$180 discount applied per student for fees paid in full by 31/3/17 (only applicable to full fees)

**Sister Schools Discount**- families commencing at the College from either St Catherine's at Stirling and St Josephs at Murray Bridge, with a sibling currently enrolled at either of these schools, will receive a reduction of \$180 per family account annually upon application.

**School Card** - Students eligible under the State Government guidelines for School Card will receive a discount on fees. Details of School Card eligibility will be available at the beginning of each school year. Families must complete an application form if they think they will qualify each year. The forms can be downloaded from the School Card web site <http://www.sa.gov.au/topics/education-skills-and-learning/financial-help-scholarships-and-grants/school-card-scheme/school-card-application-forms> or free call 1800 672 758. All school card families will be charged full fees and an adjustment to their account will be made upon the College receiving DECS confirmation of approval.

**Remission or variation to College payment** - Families who encounter financial hardship and change of financial circumstances may apply for a fee reduction from the College. It is still an expectation that all families pay Resource Fees, Capital Levy, Camp costs and College Magazine as a minimum commitment annually. All families who are supported with a Remission are expected to have in place a monthly direct debit or Centrelink payment arrangement to cover these costs and must commence in February.

Remission applications must be lodged in term one with school card applications and direct debit forms to cover base fees. Application requirements include provision of Centrelink, ATO or Parish documentation. Only unexpected change in financial circumstances applications will be considered during the rest of year. Families applying for financial assistance will be asked to attend an interview.

## NOTICE OF WITHDRAWAL

**Families of children already attending the College must give one term's notice in writing of their intention to withdraw their child/ren from the College. Notice should be given no later than the first day of the term at the end of which it is intended that the child will leave. In default of such notice, full fees will be charged on a pro-rata basis of attendance and \$1000 late notice of withdrawal charge per student will apply. The outstanding fees will be due 14 days from date of withdrawal.**

Families of children, who have not yet started at the College but have paid their enrolment acceptance fee, must give two term's notice that their child will not be attending the College. In default of such a notice, \$1000 late withdrawal fee will apply.

The Board is aware that some families will have extenuating circumstances for withdrawing their child/ren from the College and may be unable to give one term's notice. In this instance, the Principal in discussion with the Business Manager, will make the final decision as to whether withdrawal fees will be payable.

## OVERDUE ACCOUNTS

Accounts for fees are due and payable in full by the last business day of March or by 10 equal monthly payments commencing by the end of February and finalised by the end of November annually. Any variation must be supported by a signed agreement with the Business Manager.

Families are encouraged to continue their payments throughout the year, which will assist the increase in fees as children progress through the College.

Where it has been determined that no situation of hardship exists (in which case a fee remission application would have been recommended), the Board is responsible for ensuring that those who are able to pay fees do so. This course of action is underpinned by a just and equitable process.

Overdue accounts will be issued during the year with firm reminders when necessary. An administration fee of \$50 will apply in July annually for any accounts outside fee policy. If parents fail to respond to requests to discuss overdue fee accounts (i.e. be involved in the partnership of their child's education), parents will be deemed prima facie to have capacity to pay.

Where all attempts to collect outstanding fees by the College fail, collection of the outstanding debt is to be placed into the hands of a collection agency. Prior to this occurring, the family will be advised of the College's intention to place the account with a collection agency and given a final fourteen (14) days to pay. Once the debt has been given to a collection agency, all correspondence regarding the debt will be between the agency and the family, with all costs involved to be added to the amount of the debt requiring payment.

No future enrolments will be accepted from families with outstanding fees.