St Francis de Sales
COLLEGE

College Fee Policy 2020

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.

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

- Early payment option i.e. 1 payment in full before 31st March which attracts a discount of $200 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. The College may vary the authority to cover outstanding fees by giving fourteen (14) days' written notice.

Any other payment arrangements will fall outside the College Fee Policy and will require a formal agreement with the College outlining payment arrangements. This arrangement will need to be completed by 31 March of the current year. The College may engage the services of a collection agency to manage overdue accounts.

CAPITAL LEVY

The College Board has maintained a Capital Levy for many years 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 necessary funding.

BUILDING FUND

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

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

FEES FOR 2020

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 encompassing curriculum materials and resources, text book hire, faculty consumables and extra curriculum activities, College diary and portfolio, internet access and 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 (School care conditions apply). Transport and registration for Sports Carnival, R-4 swimming lessons.

Fees per Student	Rec – Year 4	Years 5 - 6	Year 7	Years 8 – 9	Years 10 - 12
Tuition Fee (first child)	2180.00	2260.00	2340.00	4130.00	5000.00
Tuition Fee (second child)	1853.00	1921.00	1989.00	3510.50	4250.00
Tuition Fee (third child)	1308.00	1356.00	1404.00	2478.00	3000.00
Tuition Fee (fourth/subsequent child)	-	-	-	-	-
Resource Fee (per student)	1485.00	1590.00	1695.00	2085.00	2490.00

Family Fees			
College Capital Levy	$600	College Magazine	$45

Overnight Faith Retreat:
All Year 11 & Year 12 students will attend an overnight faith retreat during the year. Participation is compulsory, meaning no refunds will be given for non-attendance.

Camps:
Students in various year levels are involved in camps, the costs are not included in the above calculations, once details have been finalised they will be charged to family accounts. 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 Year Book:
One year book per family will be billed to family accounts. Additional copies can be purchased if required at College reception.

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.

Other fees and charges:
Overseas and Interstate Study Tours, Graduation and any other relevant event must be paid in full prior to the deadline. All of these events will be subject to the student and families meeting the required criteria including behavioral, academic and meeting their full financial commitment within the current year.

FEE DISCOUNTS

Sibling Discount - for families with more than one student attending St Francis de Sales College, the following discounts apply (see above fee table for calculations)

- 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 - $200 discount applied per student for fees paid in full by 31 March of the current year (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 $200 per family account annually upon application.

School Card – The State Government no longer supports St Francis de Sales in providing discounts against school fees to qualifying, low-income families. St Francis de Sales College does, however, continue to provide financial aid to qualifying families by way of a reduction in fees. Families must complete an application form at the beginning of each school year if they believe they will qualify for assistance. 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 are available at the College Reception. 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 their eligibility.

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.

Remission applications must be lodged with any school card applications and direct debit forms to cover base fees. Application requirements include provision of Centrelink, ATO or Parish documentation. 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. Full fees will be charged on a pro-rata basis of attendance. The outstanding fees will be due 14 days from date of withdrawal.

OVERDUE ACCOUNTS

Accounts for fees are due and payable in full by the last business day of March or by formally committing to 10 equal monthly payments commencing by the end of February and finishing 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.

Overdue accounts will be issued during the year with reminders when necessary. An administration fee of $50 may apply in July annually for any accounts outside fee policy. If parents fail to respond to requests to discuss overdue fee accounts they will be deemed to have capacity to pay.

Where all attempts to collect outstanding fees by the College fail, collection of the outstanding debt may 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 unless an agreed payment plan is agreed and in place with the Business Manager.