



St Benedict's College, Mango Hill

Fees Policy: Tuition Fees, Levies and Extras Updated October 2017

1 Schedule of Fees and Charges

1.1 Enrolment Application Fee

The Application for Enrolment should be completed and lodged with an application fee of \$100 for each individual student enrolled. The Enrolment Application Fee is non-refundable.

1.2 Enrolment Confirmation Fee

An enrolment confirmation fee is payable with the acceptance of an offer of a definite place. The enrolment confirmation fee is \$200 per student for entry to Year 7 and upwards.

The enrolment confirmation fee is required to be paid before entry and the student's place is confirmed on its receipt of cleared funds. The enrolment confirmation fee is non-refundable.

1.3 Tuition Fees and Levies

Some components of our Tuition Fees and Levies are charged on a "per student" basis whilst two of our Levies are charged on a "per family" basis.

Tuition Fees & Curriculum Levies – Per student include:

- Tuition fees
- Laptop levy
- Technology levy
- General Purpose levy
- Camp/Retreat levy

Family Levies – Per family include:

- Capital levy (not tax deductible)
- Parents & Friends levy

1.4 Tuition Fees

The College will set Tuition Fees and Levies on an annual basis taking into account the College's financial position and its future operational and capital requirements. These fees are calculated based on the recommendations of Brisbane Catholic Education (Refer to Fee Schedule).

For all students, Tuition Fees and Technology Levy will be invoiced each term over the first three terms of the College year. All other Levies are invoiced in the first term. Fee Statements will be issued by the end of the fourth week for each of the first three terms and is payable by the end of the sixth week of each of those three terms. Unless, Tuition Fees and Levies are paid under a payment plan arrangement.

1.5 Laptop Levy

The College currently provides each student in certain year levels with a laptop for use in the classroom and for homework.

The Laptop Levy covers provision of the laptop, additional software licences, e-textbooks, additional laptops for the hot-swap program, laptop insurance cover, and hardware maintenance.

1.6 Technology Levy

The College will charge each student a Technology Levy which covers computer network infrastructure, data cabling, other digital & electronic classroom devices and technology support staff.

1.7 General Purpose Levy

General Purpose Levy is charged on a per student basis to cover such expenses as subject resources, incursions, guest speakers, excursions, transport, student accident insurance, sports and cultural costs, student diary, student identification cards, other general administrative costs, college magazine and additional textbook hire.

1.8 Camp/Retreat Levy

It is expected that all students attend camps/retreat as these form part of the curriculum program. Therefore, camp/retreat costings are worked out based on the assumption that all students will attend. Please note that if your child does not attend camp you will not be eligible for a full refund as camp/retreat and transport have to be booked, and deposits paid a year in advance. Any refund will be pro-rata to the costs incurred by the college.

1.9 Extras

The following items are not included in the college Fees and Levies and fees must be paid for in full at the time of the activity or by arrangement with the college:

- Year 12 Senior Jersey, Formal and Graduation
- Year 11 Biology Camp.
- Some Certificate courses.
- Charges where noted in the Subject Handbook.

1.10 Capital Levy

The Capital Levy is charged to each family and covers the capital cost of college buildings, infrastructure and grounds (over and above government capital grants, if applicable), and capital loan repayments.

The Capital Levy is not tax deductible.

1.11 Parents & Friends Levy

The Parents and Friends Levy is charged to each family and is used to provide additional college resources for students and staff. Expenditure of Levy funds is managed through consultation between P&F members and the Principal.

1.12 New Students commencing at the College within the school year

For all new students commencing the following Fee charges will apply.

- Tuition fees & Technology levy (Pro rata)
- Laptop, General Purpose, Capital and Parents & Friends Levy (100% term 1, 75% term 2, 50% term 3, 25% term 4)
- Camp/Retreat Levy (Charged if camp has not already occurred)

1.13 Students Leaving the College within the school year

For any student leaving the following Fee charges will apply. (Subject to Section 5.1)

- Tuition fees & All Levies (except the Camp/Retreat levy) will be pro rata.
- Camp/Retreat levy (Not charged if camp has not already occurred)
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2 Fee Payment Procedures

2.1 Terms of Payment

2.1.1 Invoice Dates

Stage	Invoice Date	Due Date	Final Date
First fees instalment - Tuition Fees, Capital, P&F, Laptop, Technology, Camp/Retreat and General Purpose Levies and Extras	Fourth Friday of First Term	14 days after invoice date	28 days after invoice date
Second fees instalment - Tuition Fees, Technology Levy and Extras	Fourth Friday of Second Term	14 days after invoice date	28 days after invoice date
Third fees instalment - Tuition Fees, Technology Levy and Extras	Fourth Friday of Third Term	14 days after invoice date	28 days after invoice date
Term 3 - Extras charges	End of calendar month	14 days after invoice date	
Term 4 - Extras charges	End of calendar month	14 days after invoice date	

2.1.2 Due Dates

Liability for Fees, Levies and Extras will not arise until the issue of an account.

All Extras will be invoiced when incurred and payment due within 30 days.

Annual Tuition Fees & Levies are due to be paid in full by **30 September** each year unless paid in advance by 1 March (see clause 3.1 under Fee Discounts) or the family is an Instalment Debtor paying by a Payment Plan (see clause 2.1.3).

2.1.3 Payment Plan

Fee Accounts being paid by a Payment Plan will be set up under a Direct Debit arrangement to pay Tuition Fees and Levies by monthly, fortnightly or weekly instalments.

2.1.4 Direct debit payments, February to December inclusive:

2.1.4.1 Payments will be charged against your nominated bank account on specified dates; or

2.1.4.2 Payments will be charged against your nominated Credit Card (Visa or MasterCard only) on specified dates.

2.1.4.3 Refer to the Ready Reckoner for monthly, fortnightly or weekly direct debit starting dates and various "number of payments" options.

2.1.5 Direct Debit Request (DDR) Form

2.1.5.1 Families may download a St Benedict's College Direct Debit Request (DDR) Form from the College website.

2.2 Consumer Credit Code

The College is not a credit provider under the Code and settlement of accounts must be made strictly in accordance with the terms of payment.

Parents who require credit for the payment of College fee accounts should contact their own bank or credit provider.

2.3 Methods of payment

The following methods of payment are accepted.

Number	Payment Method	Process
1	Cheque	Made payable to St Benedict's College, via the Finance Office, St Benedict's College, St Benedict's Close, Mango Hill QLD 4509 or posted to PO Box 935, North Lakes QLD 4509

2	Credit Card (Visa, MasterCard)	Directly over the counter at the Finance Office, or by filling in the Credit Card details on the fee statement return slip and posting back to St Benedict's College, PO Box 935, North Lakes QLD 4509. We accept Visa and MasterCard ONLY
3	Debit card (EFTPOS)	Directly over the counter at the Finance Office as it requires you to enter a PIN number
4	BPAY	Payment of Tuition Fees and Levies can be done by BPay. The St Benedict's College Biller Code and your individual BPAY reference number are prominently displayed in the top right-hand corner of your Fees Statement.
5	Cash	Large cash payments are not recommended.

3 Fee Discounts

3.1 Tuition Fees and Levies paid in advance

The College will consider accepting a year's tuition fees and levies (charged per student) in advance. If the whole years Tuition Fees and Levies for each student are paid by 1 March (or next Business day) the family will receive a 4.0% discount on the total of Tuition Fees and Curriculum Levies.

The 4% discount on Fees & Levies paid in advance does not apply to the Capital Levy or the P & F Levy.

3.2 Family Fee Discount

A Family Fee discount will be applied to the Tuition Fees of the second or subsequent fee paying student(s) from a family where there are two or more siblings simultaneously attending St Benedict's College. The Tuition fee discount will be 60% for the 2nd Child, 70% for the 3rd Child and 80% for the 4th Child.

A discount for families with two or more children will apply to Tuition Fees only and not to any other Levies or Extras such as laptop levy, technology levy, camp/retreat and general purpose levy. The Family Fee discount does not apply to the Family Levies (Capital Levy and P & F Levy).

The Family Fee discount will cease to apply at any time when there are less than two children from the same billing family simultaneously attending the college or at the sole discretion of the College, where the account(s) are in default.

4 Fee Concessions

4.1 Concession Applications

Parents/ guardians experiencing temporary financial hardship should contact the College to discuss alternative arrangements immediately they are affected by such hardship. The College will consider applications for Fee Concessions on submission of a completed Application for Fee Concession form (available from the Business Manager or the parent portal). The Fee Concession will only apply to the Tuition Fees and Capital levy component of our fees structure. It does not apply to any of the Curriculum Levies (e.g. Laptop Levy, Technology Levy and General Purpose Levy) or Family Levies (Parents & Friends Levy).

5 Withdrawal of Students

5.1 Fees & Levies

Ten school weeks notice in writing to the Principal must be given to withdraw a student from the College, or alternatively, ten school weeks Fees and Levies are payable from the date of withdrawal.

6 Fees Outstanding

6.1 Accounts Placed with Collection Agency/Solicitor

All accounts, which remain outstanding beyond the final date, may be placed with a collection agency and/or Solicitor and may incur additional costs.