St Benedict’s College, Mango Hill

Fees Policy: Tuition Fees, Levies and Extras

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 8 and upwards.

The enrolment confirmation fee is required to be paid before entry and the student's place is confirmed on its receipt as cleared funds. The enrolment confirmation fee is deductible from Term 1 Fees in 2013 for our Foundation Students only. For enrolments from 2014 onwards 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
- Year level levy

Family Levies – Per family include:
- Capital levy (not tax deductible)
- Parents & Friends Association 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. (Refer to Fee Schedule)

For all students, Tuition Fees and Levies will be invoiced each term over the first three terms of the College year. Fee Statements will be issued by the end of the second week for each of those first three terms and payable by the end of the fourth week of each of those three terms.

1.5 Laptop Levy
The College will provide each student, from Year 8 upward, 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 **Year Level Levy**  
Year Level Levy is charged on a per student basis to cover such expenses as excursions, incursions, guest speakers, student accident insurance, sports & cultural costs, student diary, student identification cards, other general administrative costs, college magazine and additional textbook hire.

1.8 **Extras**  

1.8.1 **Camps**  
The College will charge separately for each Camp at the time of or prior to its occurrence. These charges cover the cost of travel, food (inc. GST), accommodation and entrance fees plus additional staffing and resources required.

1.8.2 **Other Expenses**  
Other resources and services provided for each student is charged separately, if applicable.

1.9 **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.

1.10 **Parents & Friends Association Levy**  
The Parents and Friends Association 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 Association members and the Principal.

2 **Fee Payment Procedures**

2.1 **Terms of Payment**

2.1.1 **Invoice Dates**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Final Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First fees instalment - Tuition, Levies and Extras</td>
<td>Second Friday of First Term</td>
<td>14 days after invoice date</td>
<td>28 days after invoice date</td>
</tr>
<tr>
<td>Second fees instalment - Tuition, Levies and Extras</td>
<td>Second Friday of Second Term</td>
<td>14 days after invoice date</td>
<td>28 days after invoice date</td>
</tr>
<tr>
<td>Third fees instalment - Tuition, Levies and Extras</td>
<td>Second Friday of Third Term</td>
<td>14 days after invoice date</td>
<td>28 days after invoice date</td>
</tr>
<tr>
<td>Term 3 - Extras charges</td>
<td>End of calendar month</td>
<td>30 days after invoice date</td>
<td></td>
</tr>
<tr>
<td>Term 4 - Extras charges</td>
<td>End of calendar month</td>
<td>30 days after invoice date</td>
<td></td>
</tr>
</tbody>
</table>

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

All Extras, including camps, 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 or fortnightly instalments.

2.1.4 **Monthly direct debit payments, February to December inclusive:**  
2.1.4.1 Payments will be charged against your nominated bank account on the 15th day of the month; or  
2.1.4.2 Payments will be charged against your nominated Credit Card (Visa or MasterCard only) on the 15th day of each month.  
2.1.4.3 Monthly direct debits can be spread over:  
10 months from February to November (inclusive); or  
11 months from February to December (inclusive).

2.1.5 **Fortnightly direct debit payments, February to December inclusive:**  
2.1.5.1 Payments will be charged against your nominated bank account on the nominated day of the month;  
2.1.5.2 Refer to the Ready Reckoner for fortnightly direct debit starting dates (during February) and various “number of payments” options.

2.1.6 **Direct Debit Request (DDR) Form**  
2.1.6.1 Families may download a St Benedict’s College Direct Debit Request (DDR) Form from the College website.  
2.1.6.2 The St Benedict’s College Direct Debit Request Form must be lodged with the College Office by no later than Friday, 25th January 2013.

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.

<table>
<thead>
<tr>
<th>Number</th>
<th>Payment Method</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cheque</td>
<td>Made payable to St Benedict’s College, via the College Office, St Benedict’s College, St Benedict’s Close, Mango Hill QLD 4509 or posted to PO Box 935, North Lakes QLD 4509</td>
</tr>
</tbody>
</table>
| 2      | Credit Card (Visa, MasterCard)| Directly over the counter at the College Office, or by filling in the Credit Card details on the fee statement return slip (on rear) 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 College Office as it requires you to enter a PIN number                                                   |
| 4      | Direct Deposit                | Using your internet banking software you can transfer funds direct to our bank account:  
(BSB: 064-786 Account Number: 521 241 100)  
Please include your Customer Account Number in the Payment Reference line. |
The BPay facility is currently being arranged by College administration staff. You will be advised the St Benedict’s College Biller Code and your individual BPAY reference number in due course.

Cash payments:
For the security of students and staff, 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 year’s 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.

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, year level levy or camp charges. 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). The Fee Concession will only apply to the Tuition Fees component of our fees structure. It does not apply to any of the Curriculum Levies (e.g. Laptop Levy, Technology Levy and Year Level Levy) or Family Levies (Capital Levy and Parents & Friends Levy).

5 Withdrawal of Students
5.1 Tuition Fees
A full term’s notice in writing to the Principal must be given to withdraw a student from the College, or alternatively one term’s Tuition Fees are payable. For this purpose a term is deemed to start on the first day of the term. Therefore a parent wishing to withdraw their child from college in Term 3 must ensure that written notice be given before the first day of Term 2.

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.

Claire McLaren                       Steve Pardey
Principal                            Business Manager
October 2012                          October 2012