



St Benedict's College, Mango Hill

Fees Policy: Tuition Fees, Levies and Extras

St Benedict's is a regional co-educational Catholic secondary college, opened in February 2013, and providing high quality contemporary education in a Christian context. The College bases its ethos and mission on the Rule of St Benedict placing a strong emphasis on balance of work and life.

Fees and Levies collected at St Benedict's College are used for the following purposes which are aligned to the Vision and Mission of St Benedict's College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the St Benedict's College building program
- Maintain buildings, grounds and other facilities

St Benedict's College charges a "Special Levy - Parents" to support the initiatives of the parents and community within the college.

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 contact the Business Manager for further information concerning the concession application process.

School Fee and Levy Collection Process

1. Tuition Fees and All Levies will be billed annually in February each year in accordance with the College Fees and Levies Schedule.
2. College Fees are due to be paid in full within 14 days of the issue of the Statement of Fees and Levies, unless the family have established a payment plan. The due date will be noted on the statement. Payment Plans can be setup either weekly, fortnightly, monthly or quarterly. The college offers a variety of methods of payment for families (see schedule 2.4)
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the college fee account, a variety of options are available:
 - a. **Extension of Time**
If an extension is required, please contact the College Finance Office prior to the due date.
 - b. **Payment Plans**
Payment of the college fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of each year or as negotiated with the Business Manager.
 - c. **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 at any point initiated by the family. 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 St Benedict's 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) 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, General Purpose Levy and Camp/Retreat Levy) or Family Levies (Special Levy – Parents).
- (v) All matters are dealt with on a confidential basis.

d. Family Fee Discount

A Family Fee discount will be applied in line with BCE directives 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, camp/retreat and general purpose levy. The Family Fee discount does not apply to the Family Levies (Special Levy - Parents).

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

e. Tuition Fees and Levies paid in advance

An early payment discount of 5% will be applied to the fee statement to the Tuition Fee and Year Level Levies (Family Levies excluded), if payment is made in full and by the due date on the annual statement.

4. Recovery of unpaid fees

In fairness to families who pay their college fees regularly and on time, St Benedict's College will follow up all overdue school fee accounts.

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

Agreed Payment Plans

As mentioned in point 3b above, St Benedict's College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the college fees account by the end of each year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager. To establish an Agreed Payment Plan, forms are available on the St Benedict's College website, Parent Portal or from the St Benedict's College Finance Office.

Mid-Year Enrolment

New students entering St Benedict's College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the College Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the College. If any fees remain outstanding, they will be payable as per the normal payment terms.

Refunds

If adequate notice of termination is given and all fees & levies are up to date a parent/guardian may request a refund of fees paid in advance. All requests must be in writing to the College Finance Department.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken.

For further clarification regarding the above school fee and levy collection process, please contact St Benedict's College Finance Office.

College Fees and Levies Schedule

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

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).

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)
- Special Levy – Parents

1.4 Laptop Levy

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

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

1.5 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.

1.6 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.

1.7 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

1.8 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
- Charges where noted in the Subject Handbook
- Other Optional Activities

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 Special Levy - Parents

The Special Levy – Parents 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 Advisory Committee members and the Principal.

2 Fee Payment Procedures

2.1 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 14 days.

College Fees & Levies are due to be paid in full within 14 days from the issue of the statement unless the family have established a payment plan. The due date will be noted on the statement.

2.2 Terms of Payment

Invoice Dates

Stage	Invoice Date	Due Date
Annual Fee instalment - Tuition Fees, Capital, Special Levy – Parents, Laptop, Technology, Camp/Retreat and General Purpose Levies and Extras	February each year	14 days after invoice date
Term 2 - Extras charges	End of calendar month	14 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

2.3 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.

2.4 Methods of Payment

The College offers the following payment methods for families:

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| (i) | BPOINT on-Line | Payment of fees can be made directly by using BPOINT on line which is available on both the Parent Portal and College Website. (Credit card payments only) |
| (ii) | 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. |
| (iii) | Debit Card
(EFTPOS) | Directly over the counter at the Finance Office as it requires you to enter a PIN number. |
| (iv) | 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. |
| (v) | EFT | Payment of Tuition Fees and Levies can be done by EFT. The St Benedict's College bank account and your individual reference number are prominently displayed in the bottom left-hand corner of your Fees Statement. |
| (vi) | Direct Debit | Payments can be setup for regular payments from either your bank account or credit card. Please contact the Finance office for a form to complete. |
| (vii) | Cash | Large cash payments are not recommended. |

Please note that due to the banking arrangements with ADF, deposits are unable to be made directly over the counter at the Commonwealth Bank branch.