Enrolment Bond

An Enrolment Bond of $800 (GST-free) per family is payable upon the acceptance of an enrolment of a new family commencing at St. Michael’s College. The Enrolment Bond is refunded when the last child of the family leaves St. Michael’s College.

The Enrolment Bond will be refunded if a student, who is the only child attending St. Michael’s College, is withdrawn with the appropriate notice given and the fees account fully paid.

Where the fees account has not been fully paid the Enrolment Bond will be applied against the account before any refund is made.

Building Fund

Families are encouraged to donate $250 per family per annum towards the Building Fund. These contributions are voluntary and fully tax-deductible. For convenience an amount of $250 is included in Term One statements as a reminder but not as a billed amount.

Contributions to the Building Fund are applied to the acquisition, construction and maintenance of school buildings. These contributions help the College provide resources of the highest standard for students. The facilities enjoyed by your child/ren have been provided, in part, from previous contributions to the Building Fund.

Debt Recovery

The Fees Policy presumes that fee accounts will be fully paid when due. Where families have failed to pay fees or have not negotiated arrangements acceptable to the Board of Directors, a number of measures to recover outstanding debts may be instituted including but not limited to legal action and exclusion of students from St. Michael’s College.

Contact Details

St. Michael’s College
1-63 The Abbey Place
CABOOLTURE QLD 4510

Telephone (07) 5495 8311
Facsimile (07) 5495 7655
Email: admin@smccab.qld.edu.au
Website: www.smccab.qld.edu.au

Administration hours: Monday to Friday (8am - 4pm)

Parents wishing to discuss matters relating to fees are asked to make an appointment with the Principal and/or Business Manager.
The scope of the policy is to:

- Advise parents of tuition fees to send their children to St. Michael’s College.
- Offer a range of payment options to assist families with budgeting and provide flexibility in meeting fee commitments.
- Offer opportunities for families to discuss their needs in relation to fees.

St. Michael’s College charges fees to cover costs associated with providing educational opportunities to students and to resource future developments.

Tuition fees cover all curriculum-related costs including camps, excursions, buses, Swim School, cultural events, sports programs and NAPLAN Fees.

Timely payment of fees is a condition of enrolment of students at St. Michael’s College.

The Board of Directors determines fees for each year before the commencement of the first Term in the year to which the fees apply. If fees are increased for a Term by more than 10% of the fees payable for the preceding Term, you may terminate your enrolment contract by notice in writing to the Principal given within 14 days of the date on which we notify you of the increase.

It is the intention of the Board of Directors that fees set out in this policy will remain for all of 2015.

$1,100 per term ($4,400 per annum)

Sibling Discounts

The following apply to siblings enrolled and concurrently attending St. Michael’s College:

- A yearly discount of $528 for a second child.
- A yearly discount of $1760 for a third child.
- Fourth and subsequent children will be free.

The eldest child attending will always be levied 100% of Tuition Fees.

Methods of Payment

Fees may be paid by:

- Direct Debit
- BPAY
- Internet Banking*
- EFTPOS
- Credit Card: Visa or Mastercard (no merchant fees charged)
- Cheque
- Cash

* Westpac: BSB: 034611/Account: 860830. Include family name or fee account number as the reference to enable payment identification.

Due Dates for Payment and Payment Options

One of the following options may be negotiated:

- **Annual Payment in Full in Advance**
  Annual Tuition Fees paid in full by Friday 30 January 2015 will attract a discount of 5%.

- **Payment per Term**
  Four equal payments, one per Term, paid by the last day of the first week of each Term.

  2015 Term payment due dates are:
  
<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Term 1</td>
<td>Friday 30 January</td>
</tr>
<tr>
<td>Term 2</td>
<td>Friday 24 April</td>
</tr>
<tr>
<td>Term 3</td>
<td>Friday 17 July</td>
</tr>
<tr>
<td>Term 4</td>
<td>Friday 9 October</td>
</tr>
</tbody>
</table>

- **Payment in Instalments**
  Payments made by ten equal monthly, twenty equal fortnightly or forty equal weekly instalments. (Fees paid in this way must be fully paid by Friday 30 October 2015 and can only be via direct debit administered by the College.)

Prior to paying by this option, parents must contact the Bookkeeper or Business Manager to agree the frequency and amount of instalments and complete a Direct Debit Authority to ensure all fees are paid by the end of the school year.

Dishonour Fees

St. Michael’s College will pass-on to families any bank fees incurred for dishonoured cheques.

Leave of Absence

Tuition Fees continue to be payable irrespective of any length of absence.

Termination of Enrolment and Withdrawal of Students

If you terminate your enrolment contract (e.g. withdrawal of a student) you are to provide us with at least one Term’s notice in writing addressed to the Principal.

If you do not provide us with one Term’s notice, you are still required to pay one full Term’s fees. (The College commits resources on the basis of confirmed enrolments).

Concessions

Situations may arise that result in financial hardship to families.

Initially requests for financial relief will involve a meeting with the Business Manager or Principal. The Board of Directors will exercise its discretion in each case. All requests are confidential.

Any arrangements accepted for a fee concession will be for a period not exceeding the current year.

Application for Admission

A non-refundable waiting list application fee of $66 (including GST) per family is payable in advance to cover application processing costs.