



COLLEGE FEES AND LEVIES POLICY 2018

SCOPE

The scope of the policy is to:

- Advise parents of fee requirements for students to attend St. Michael's College. The College Fees comprise of a Tuition Fee, a resource and Activities Levy, a Capital Levy and an IT Levy.
- Provide information on the range of payment options to assist families with budgeting and provide flexibility in meeting tuition fee and levy commitments.
- Offer options for families in relation to payment of fees and levies.

POLICY

St. Michael's College charges fees and levies to cover costs associated with providing educational opportunities for students, and to improve the College's facilities and resources.

The Tuition Fee covers all curriculum-related costs including classroom and specialist staff and the operational expenses associated with providing a quality, nurturing learning environment

The Resource and Activities Levy contributes to the expenses associated with excursions, incursions, camps, sporting and cultural events, swimming lessons, College publications including the College Magazine and end of year events.

The Capital Levy contributes to the expenses associates with maintaining and improving College facilities.

The IT Levy contributes to the expenses of maintaining and upgrading the College's IT infrastructure, including desktop computers, portable devices (including chromebooks), software licensing and IT support.

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 2018.

COLLEGE FEES AND LEVIES (GST FREE)

Term fees and levies

	Tuition Fee	Resource and Activity Levy	Capital Levy	IT Levy	Total
Student Prep – Year 6	\$955	\$145	\$18	\$20	\$1138

Annual fees and levies

	Tuition Fee	Resource and Activity Levy	Capital Levy	IT Levy	Total
Student Prep – Year 6	\$3820	\$580	\$72	\$80	\$4552

SIBLING DISCOUNTS

The following tuition fee discounts apply to siblings enrolled and concurrently attending St. Michael's College:

- An annual discount of 12% for a second child - \$458.40
- An annual discount of 40% for a third child - \$1528.00.
- An annual discount of 100% for a fourth and subsequent child/ren - \$3820.

The eldest child attending will always be levied 100% of College fees.

INVOICING



ST. MICHAEL'S COLLEGE

WISDOM THROUGH GROWTH

The College will invoice all families in January 2018 with one (1) invoice for the annual College tuition fees, levies (Resource and Activities Levy, Capital Levy and IT Levy) and music charges.

However, fees are still able to be paid by all payment options (ie Annual, per term or by instalments) as offered.

PAYMENT OF COLLEGE FEES AND LEVIES

The College offers a number of flexible payment options, which include annual fees in advance, per Term or Weekly/Fortnightly/Monthly payment plans as agreed with the Finance Officer. Families wishing to pay fees in advance or in instalments should contact the Finance Officer by email on fees@smccab.qld.edu.au with this request.

Methods of Payment

The College's preferred payment method is by BPAY.

Fees may also be paid by:

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

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

DUE DATES FOR PAYMENT OF COLLEGE FEES AND LEVIES

Annual Payment in Full in Advance

Annual College Fees in full by Wednesday 31 January 2018.

Payment per Term

Four equal payments, one per Term

2018 Term payment due dates are:

Term 1	Wednesday 31 January 2018
Term 2	Friday 20 April 2018
Term 3	Friday 20 July 2018
Term 4	Friday 12 October 2018

PAYMENT INSTALMENTS

The College offers the following instalments plans:

- 40 Weekly instalments
- 20 Fortnightly instalments
- 10 Monthly instalments

Please Note – All payment plans are to commence in January to ensure all fees and levies are paid in full for the current year.

Prior to paying by instalments, parents must meet with the Finance Officer or Finance 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 and Levies 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.



ST. MICHAEL'S COLLEGE

WISDOM THROUGH GROWTH

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 Finance Manager or Principal. A fee concession application is then required to be completed and submitted. The Principal will exercise their discretion and ensure confidentiality in each case.

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

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 Tuition Fees and Levies account fully paid.

Where the Tuition Fees and Levies account has not been fully paid, the Enrolment Bond will be applied against the account before any refund is given.

LIBRARY FUND

The College has obtained approval from the Australian Taxation Office to establish a "Deductible Gift Recipient (DGR)" Library Fund.

Families are encouraged to donate \$200 per family per annum towards our newly-established Library Fund. These contributions are voluntary and fully tax-deductible. For convenience, an amount of \$200 will be included in the Annual Fee Statement (issued in January) as a reminder but not as a billed amount.

Contributions to the Library Fund are applied to Library operating costs, reading and audio-visual materials, Library facilities and Library resources. These contributions will assist the College to provide Library and educational resources of the highest standard for all students.

DEBT RECOVERY

The Fees Policy presumes that all accounts will be fully paid when due. Where families fail 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.

Parents wishing to discuss matters relating to accounts are asked to contact the Finance Department by email on fees@smccab.qld.edu.au to make an appointment.