POLICY ON THE SETTING AND COLLECTION OF TUITION FEES AND LEVIES

(2016)

- Annual fee, billed three times a year, at the start of Term 1, 2 and 3.
- 5% discount if fees are paid before Friday of Weeks 6 Term 1 for the full year.
- Tuition fees, which help pay the salary of staff, are the same for Years 7-10 and there is a different tuition fee for Years 11 & 12. These fees cover such things as staff salaries and administrative expenses.
- There is a curriculum fee for Years 7-10, and a different curriculum fee for Years 11 & 12. These fees cover such things as camps, retreats, classroom expenses – including classroom consumables, photocopying and IT resources. There is an extra fee for those students who choose to do the Outdoor Education course in year 10, 11 or 12.
- There is a compulsory family Capital Building Levy.

1. Fees are payable on receipt of the fee statement. Receipts for payments will only be issued for cash payments on request.

2. If parents/guardians are unable to settle the account promptly, they are required to advise the College Business Manager in writing within two weeks of receiving the fee statement, detailing a proposed method of payment for approval by the Principal.

3. If requested in writing, payments by instalments will only be acceptable in three equal amounts over three months for each semester (i.e. each half year). First semester: February, March and April; second semester: July, August and September.

4. A student, on behalf of whom the current semester’s fees have not been paid, may not be permitted to commence a new semester unless arrears are cleared or an arrangement has been made with the Business Manager or the College Principal.

5. If school fees are outstanding, students may be refused permission to attend extended school activities such as excursions, camps, overseas tours, or any other activity that is an extension of the curriculum for which an added fee is charged such as the Year 11 Odyssey Trip or the Year 10, 11 or 12 Outdoor Education program.

6. For parents/guardians who are late in paying and have not contacted the Business Manager within the required two weeks, their account will be referred to the College Finance Committee of the Board who may then recommend that the matter be placed in the hands of the College’s debt collector.

7. Notice in writing is to be given to the Principal of at least one term if a student will not be continuing at the College (other than a student in the final term of Year 12). If such notice is not given, the fee for the next billing will be charged.

8. Refunds will not be made for students not attending compulsory camps or retreats.

9. In situations of severe hardship, such as a death in the family, the school shall consider waiving some or all of the school fees for the remainder of that year to provide financial support to the family.

James Jolley
Principal
4th May 2016

Mrs Joanne Fejo
College Business Manager
4th May 2016