



In One Spirit... we welcome · we nurture · we excel

Schedule of Fees and Charges for 2019

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	2160.00	2160.00	2160.00	2160.00	2670.00	2670.00
General Levy	480.00	480.00	480.00	480.00	480.00	480.00
Subject/Consumable Levy	1072.00	1072.00	1072.00	1072.00	1148.00	1148.00
Building Fund Levy (Per Family)	496.00	496.00	496.00	496.00	496.00	496.00
P & F Contribution (Per Family)	100.00	100.00	100.00	100.00	100.00	100.00
Other Costs	52.00	52.00	52.00	52.00	52.00	52.00
TOTAL COST – per year *	4360.00	4360.00	4360.00	4360.00	4946.00	4946.00
– per term average (4 terms)	1090.00	1090.00	1090.00	1090.00	1236.50	1236.50
– per week (40wks)	109.00	109.00	109.00	109.00	123.65	123.65
Administration Fee Deductable if paid by Due Date	100.00	100.00	100.00	100.00	100.00	100.00

* Diocesan Policy is that School Fees comprise an annualized amount. (This amount is dissected to a per Term/per Week basis for the convenience of family budgeting.)

FAMILY DISCOUNT

- A family discount will apply to families that have more than one child attending a Catholic Diocesan School. The family discount only applies to “**Tuition Fees**” and not to College Levies. The discount is set by the Diocese and can be claimed by completing a “Family Discount Form” available from the Finance Office. This form must be completed and lodged at the beginning of each year and at each Primary School or College. The discount structure is as follows:
2 Students – 12.5% Discount, 3 Students – 35% Discount, 4 or more Students – 50% Discount,

CONCESSION CARD DISCOUNT

- Parents/Carers with an eligible means-tested Australian government health care or pensioner concession card will on application receive a 70% discount on tuition fees (does not apply to College levies). This initiative is intended to assist those families who genuinely lack the financial capacity to pay tuition fees in full. Eligible card holders are required to advise the College of their concession card at enrolment or when the card is gained. Once the card is sighted by the College’s administration and a copy is made, tuition fees for future terms will be adjusted. Further details on the new Concession Card Discount eligibility criteria and general fee information for 2018 are available on the Catholic Education website www.rok.catholic.edu.au.

GENERAL LEVY

- The General Levy is to cover the cost of software licencing, printing, general resources, library books, student diary, newsletter, sports days and other compulsory activities and presentations.

SUBJECT/CONSUMABLE LEVY

- The Subject/Consumable Levy covers the costs of core and elective subjects, IT costs, camps, retreats, excursions and pastoral care activities.

BUILDING FUND LEVY

- There is a substantial cost in maintaining and developing existing school buildings and facilities and it is necessary to raise capital income to service related debt or to otherwise support capital works. In accordance with Diocesan Policy each Family is levied this amount per term except where families have children attending diocesan catholic primary schools. As this amount forms part of the school fees no tax deduction is possible.

P & F CONTRIBUTION

- The P & F Contribution is payable once per family. Exemptions may be claimed on a term basis if a minimum number of hours are worked at the Canteen. Exemption Forms are available from the Finance Office and must be completed for the exemption to be processed.

OTHER COSTS

- THE Other Costs include costs of the following: "School Activities Insurance" with Catholic Church Insurances Limited, P & F Federation Levy and the College Year Book.

ADMINISTRATION FEE

- The Administration Fee is included on each Fee Statement and may be deducted if the Fees are paid in full by the "Due Date".

PAYMENT OF FEES

- **Accounts are sent out early each term and are payable by the "Due Date" shown on the Fee Statement. Arrangements must be made with the Finance Office for late payment of fees and additional charges may be incurred. Responsibility for the prompt payment of Fees and Charges is acknowledged as forming part of the enrolment conditions of Holy Spirit College.** Timely communication in relation to outstanding School Costs **can assist us to assist parents** to avoid the additional on-costs associated with debt collection procedures. We make every effort to work with families when we are kept informed of relevant circumstances. Diocesan Policy states "School Fees comprise an annualized amount that is dissected to a per Term/per Week basis for the convenience of family budgeting", therefore whilst a Student is enrolled at this College, School Fees remain **payable in full** during any period of absence unless agreed to in writing by the College Principal. ***The monitoring of Direct Debit payments to ensure that the fees are paid in full by the last day of the College year or before a student leaves the College is the responsibility of the payer. A lump sum payment is required if a balance remains owing at that time. Repayment amounts should be reviewed by the payer at the beginning of each year to ensure that these payments meet the aforementioned criteria. Continuation of enrolment is conditional on all fees and charges from the previous year being paid in full in that year. No carry over amounts shall be permitted unless prior arrangements have been made with the Principal and confirmed in writing. The College reserves the right to hold back certain documentation, such as Principal's Reference, VET Certificates, etc. until such time as the final amount for fees is paid in full.***

Unlike many other schools, we include in this Fee Schedule the costs of a number of expenses that would otherwise be collected throughout the year, that is, we seek to implement a "no hands in pocket" process. This inclusion in Fees is to help Parents/Guardians with their budgeting process. (Other Educational Providers collect these amounts separately to Fees and therefore the costs do not show on their Fee Schedule). Certain subjects such as Early Childhood Studies, HPE, Aquatic Practices, Manual Arts and Recreation may incur extra fees throughout the year. Whilst we make every effort not to do so, we reserve the right to vary the amount charged for school based levies during the year, without notice, should curriculum needs change.

School Fee Payment Options

Holy Spirit College is pleased to offer the following payment options:

1. By way of **Cash, Cheque or EFTPOS** at the Finance Office – **Credit Card** details may also be telephoned through to the Finance Office
2. **BPAY** – The BPay Logo with the College's Biller ID and your Account Reference is printed on the top right hand corner of your Fee Statement.
3. **Direct Payment Authority from your Bank Account** – This form is available from the Finance Office.
4. **Internet Banking** - Our Bank Account details are as follows:
 - Account Name ***Holy Spirit College***
 - Bank: ***Westpac Banking Corporation***
 - BSB: ***034210***
 - Account: ***350362***
 - Reference ***Your Parent Code located at the top right hand side of your Fee Statement***
This is mandatory for your payment to be receipted.
5. **Parent Lounge** – Simply log in to the Parent Lounge Portal via our website (Parents & Community)