



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

Schedule of Fees and Charges for 2022

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	\$2,340.00	\$2,340.00	\$2,340.00	\$2,340.00	\$2,890.00	\$2,890.00
College Levies	\$1,680.00	\$1,680.00	\$1,680.00	\$1,680.00	\$1,755.00	\$1,755.00
Building Fund Levy (Per Family)	\$538.00	\$538.00	\$538.00	\$538.00	\$538.00	\$538.00
P & F Contribution (Per Family)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
TOTAL COST – per year	\$4,658.00	\$4,658.00	\$4,658.00	\$4,658.00	\$5,283.00	\$5,283.00

The above amounts are per single Student and do not include any family discounts or concessions. Please note: Certificate Courses may incur additional charges.

DISCOUNT FOR FEES AND LEVIES

- If paid 30 days after Term 1 Statement is issued – **discount available 2.5%**
- If paid in full by Week 4 of Term 4 as part of an agreed periodic payment schedule with the first payment being received by the college within 30 days of the Term 1 Statement issue date and regular payments have been made during the year – **discount available 1.5%**

Diocesan Policy is that School Fees comprise an annualized amount and will be billed as such at the commencement of each year. Reminder Statements will be issued during the year.

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 will be adjusted. Further details on the Concession Card Discount eligibility criteria and general fee information for 2022 are available on the Catholic Education website www.rok.catholic.edu.au.

TUITION FEE

- The Tuition Fee is set by the Catholic Education Office, Diocese of Rockhampton.

COLLEGE LEVIES

- The College Levy covers the costs of core and elective subjects, administration costs, IT costs, camps, retreats, excursions and pastoral care activities as well as the cost of software licencing, printing, general resources, library books, student diary, newsletter, school activity insurance, the P & F Federation Levy, the College Year Book, sports days and other compulsory activities and presentations.

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.

PAYMENT OF FEES

- Fees and levies are billed at the beginning of Term 1 and are payable within 30 days from Statement date. Alternatively, a payment plan can be set up by contacting our Finance Department. All fees must be paid in full before a student leaves or by the billing due date on Term 4 Fee Statements. **The prompt payment of Fees is acknowledged as forming part of the Enrolment Contract.** 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 the pocket” process. This process is to help Parents/Guardians with their budgeting process. **(Other Educational Providers collect these amounts separately to Fees and therefore the costs do not appear on their Fee Schedule.)**
- Fees remain payable in full during any period of absence unless agreed to in writing by the Principal.
- For those families who prefer not to pay their accounts in full within 30 days, alternative payment frequencies are outlined below. Any other alternative payment arrangements must be negotiated with the Principal and confirmed in writing.
- **Families who fall behind with payment of fees, and who fail to contact the Principal/Finance Office, will receive follow-up correspondence/telephone calls regarding their debt status. Collection action by our Mercantile Agent is taken on outstanding debts over which no contact is made with the Principal/Finance Office or on broken payment agreements (including dishonoured Direct Debits). Debt Collection Fees may be added to the outstanding amount.**
- **It is the parent's/guardian's responsibility to:**
 - a) Contact the College in a timely manner with regards to outstanding school fees to discuss other arrangements, especially where circumstances arise where the account cannot be settled by the due date.
 - b) Monitor and amend where necessary any direct debit payments to ensure fees are paid in full by the 31 October, or before the student leaves the College.

The College reserves the right to:

- a) Withhold certain documentation until fees are paid in full, e.g. Principal's reference, VET Certificates, etc.
- b) Apply extra fees throughout the year for certain subjects, i.e. Early Childhood Studies, HPE, Aquatic Practices, Manual Arts and Recreation and some Certificate courses.
- c) Vary the amount charged for school-based levies during the year, without notice, should curriculum needs change. Please note – every effort will be made not to do so.

School Fee Payment Options

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

Payment Methods

1. **BPAY - MOST preferred method of payment.** BPAY can be set up easily as a recurring transaction through your internet banking.
2. Parent Lounge:
<https://320hscm.rok.catholic.edu.au/parentlounge/login.cfm?>
3. Direct Payment Authority from your Bank Account. Forms are available from the Finance Office.
4. Internet Banking
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. By way of **Cash, Cheque or EFTPOS** at the Finance Office.

Payment Frequency

- | | |
|--------------------|--------------------|
| Annually | <i>1 Payment</i> |
| Quarterly | <i>4 payments</i> |
| Monthly | <i>10 payments</i> |
| Fortnightly | <i>20 payments</i> |
| Weekly | <i>40 payments</i> |

**Fees for Year 12
Students must be paid
in full by the end of
Term 3.**