ST TERESA'S
CATHOLIC COLLEGE

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SCHOOL FEE POLICY

At St Teresa's Catholic College we are committed to providing a Catholic education to children whose parents desire it. We are aware that in order to administer this fee collection policy we must administer with compassion while striving for justice and equality for all in the partnership of Catholic Education.

Fees and levies collected at St Teresa's Catholic College are used for the following purposes, which are aligned to the Vision and Mission of St Teresa's Catholic College to:

- Provide teaching, administrative and classroom support
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the St Teresa's Catholic College building program
- Maintain buildings, grounds and other facilities

SCHOOL FEE & LEVY COLLECTION PROCESS

1. School fees and levies are charged in accordance with the 'Schedule of Annual Fees' as published on the College website in Term 4 for the following year.

2. A Statement of Fees and Levies will be issued quarterly and emailed/posted within the first week of each term.

3. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

4. Payment Plans - A payment arrangement of school fees and levies by regular instalments is available to all families using a Direct Debit, Credit Card or BPay arrangement. All payment plans must ensure that the account is settled by the last day of the school year or as negotiated with the Business Manager. To establish a payment plan, forms are available on the College website, Parent Portal or from the College Finance Office.

5. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

   a. Extension of Time

   If an extension is required, please contact the College Finance Office prior to the due date.

   b. Fee Concessions

   In cases of financial hardship an application may be made for a fee concession. For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Business Manager for further information concerning the concession application process:-

(i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Teresa's Catholic College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Schools/Colleges for assessing eligibility.

(iii) Concession application forms are available from the College Finance Office.

(iv) All matters are dealt with on a confidential basis.

RECOVERY OF UNPAID FEES

In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue school fee accounts.

a. Where a payment plan or other arrangement is not in place, a reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date.

b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.

c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the College Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.

d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

LATE or MID TERM ENROLMENT

New students entering St Teresa's Catholic College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal/Business Manager's discretion.

TERMINATION OF ENROLMENT

Fees and levies will be payable for the whole term in which the enrolment is terminated.

1. Tuition Fees

   To request a reduction in fees payable, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

2. Capital Levy

   a. The Capital Levy is charged each term.
   b. There will be no partial refund of the Capital Levy

3. Community Levy

   The Community Levy is charged per family in Term 1 for the entire year. Any refund will be on a per term basis.

4. General Resource/Subject /ICT Levy

   These levies will be refunded as at the date the College is advised that the student leaves the College. Levies are payable annually in Term 1 and may be refunded on a pro-rata basis at the Principal/Business Manager's discretion.

   Note: A fee of **$150** will be withheld by the College for all pro-rata refunds of the General Resource/Subject/ICT Levy. This is to cover school start-up costs, including text book and device purchases, insurance and licensing, and other sundry items.

All resources such as student text books, library books and laptops/iPad/chargers must be returned to the College on the students last day of enrolment. You will be charged for any resources not returned to the College at that time.

Should any fees remain outstanding, they will be payable as per the normal payment terms. Accounts in credit will be refunded within 30 days.

REFUNDS

ENROLMENT BOND

When a place is offered, an Enrolment Bond of $500 is payable. $200 of this amount is retained as a non-refundable enrolment bond. The remaining $300 will be credited to your account in Term 4 of Year 12. Should enrolment be cancelled any time prior to the student completing Year 12 College Graduation, the bond is non-refundable.

The cost of replacement/repair for text books, library books and laptops/iPad/chargers will be deducted from the Bond before any refunds are given.

EXTRA CURRICULAR ACTIVITIES (incl. CAMP)

Refunds for camps and excursions will be provided at the discretion of the Principal based on individual circumstances. An application for a refund must be addressed to the College Principal in writing. This can be emailed to snoosaville@bne.catholic.edu.au

All costs charged on a per head basis (e.g. food, accommodation, individual nomination fees) may be refunded. Fixed costs (e.g. cost of the bus, venue hire, team nominations) will not be refunded.

Once approved, refunds will be credited to the family account after the camp or excursion has occurred and all costs associated with the activity have been paid. In some cases, this process may not be completed until the term following the activity date.

CHANGE OF SUBJECT

a. The amount of the refund for the subject a student is changing from will be assessed on an individual basis in consultation with subject teacher, Business Manager and/or Financial Secretary.

b. The amount charged for the subject the student is changing to will be assessed on an individual basis in consultation with the subject teacher, Business Manager and /or Financial Secretary.

INSTRUMENTAL MUSIC LESSONS

a. No refunds are given for Instrumental Music lessons missed by students. Instrumental Music teachers will make up lessons missed due to Public Holidays or other College activities.

b. Due to staffing of Instrumental Music, no part term refunds will be made. Parents make a term commitment when enrolling their student in the above program. An Instrumental Music Cancellation Notice needs to be completed and forwarded to the office so records can be amended and subsequent terms will not be charged.

VET SERVICES

Refunds of VET Services will be given on a pro-rata basis for consumable costs where students leave before the completion of the VET service. There will be no refund of the VET Levy as the funds are paid to an external provider, from whom no refund is available.

EXTENDED LEAVE/HOLDING AN ENROLMENT POSITION

a. Tuition Fees - may be reduced by 80% for the term/terms absent. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and student waiting lists.

b. Subject/General Levies – will be refunded for the term/terms absent

c. Capital Levy – there will be no refund for the Building Fund Levy

d. Community Levy - there will be no refund for the Community Levy

For further clarification regarding the above school fee and levy collection process, please contact the College Finance Office.