

College Fees and Collections Policy

St Augustine's College provides quality education to all students. Fees and levies provide crucial funds to enable a holistic education. The published fees and levies cover all compulsory activities at the College and our families can confidently expect that they represent the total compulsory charges that will be billed by the College throughout the year.

COLLEGE FEE SCHEDULE

The Fee and Levy Schedule contains four (4) elements:

- Tuition Fee
- Resource and Activity Levy
- ICLT Levy
- Capital Levy

TUITION FEE

The Tuition Fee contributes to the cost of staffing as well as general administration expenses such as insurances, cleaning costs, power, water and council charges, and for the maintenance of College buildings, grounds and equipment.

Tuition Fees are charged per student and vary depending on their precinct (i.e. Early Years, Junior Years, Middle Years and Senior Years). Discounts are given when more than one child within the same family billing account attends the College. Please refer to the annual fee schedule.

RESOURCE AND ACTIVITY LEVY

Resource and Activity Levies cover a range of items including classroom materials, Bloxside Centre (library) books, teaching and learning resources as well as the Parent Advisory Group funding. This levy also covers the cost of excursions, performances, visiting authors and artists, carnivals and camps.

Resource and Activity Levies are charged per student and vary depending on their precinct.

Resources and Activity Levies do not cover: the Year 11 Social, the Year 12 Formal, Confraternity & QISSN Carnivals, Dance Programs, and Instrumental Music Programs.

ICLT LEVY

The Information Communication Learning Technologies (ICLT) Levy provides funds for the College to provide ICLT equipment and facilities including iPad and MacBook technology, printers, smartboards, and projectors throughout the College. A portion of this levy covers costs related to insurance, maintenance, software licensing and other school based technical support. This levy also covers costs associated with the provision of specific technologies in specialised subjects such as Music, Visual Arts and Design Technology. Every student at the College benefits from the ICLT Levy.

The ICLT Levies are charged per student and vary depending on their precinct.

CAPITAL LEVY

The Capital Levy is used to service loans that are required to fund the building of classrooms and other facilities across the College. The Capital Levy is not voluntary and therefore is not tax deductible. The Capital Levy is charged per family billing account.

ISSUING OF ACCOUNT STATEMENTS

School fees and levies are annualised and charged across four terms each year. Accounts are forwarded within the first two weeks of each term. Statements will provide families with a due date by which full payment is required within each term. Unless a family has submitted an approved payment plan in writing to the Finance Department, this due date is final. Reminder notices will be issued to all accounts not on payment plans and to accounts carrying a substantially high value of debt.

WHO IS RESPONSIBLE FOR PAYMENT?

The person/s who have signed the Confirmation of Enrolment Agreement with the College are liable for the payment of all fees, levies and charges and any other costs associated with the student's attendance at the College.

Any changes in payment responsibilities must be documented in a Revision of Financial Obligation form and CANNOT be back dated. The date of submission to the College is the date of amendment, regardless of the combined signatory dates. Due to Brisbane Catholic Education's Privacy Policy the College CANNOT discuss an account with any other person/s other than the account holder/s.

Where there is a shared responsibility, should an account holder terminate their future financial obligation for the payment of fees, levies and charges, the other parent/legal guardian will be notified immediately by the College and this party is required to submit a Revision of Financial Obligation form which covers 100% of the continuing fees, levies and charges within thirty (30) days of the College's notification.

If there is failure to submit a Revision of Financial Obligation within thirty (30) days covering 100% of the student/s fees, levies and charges, the College will contact both parent/s and/or legal guardian/s to resolve this issue as a matter of urgency, as it will immediately jeopardise the continuation of the student/s enrolment at the College.

PAYMENT INFORMATION

A range of payment methods are available including:

- Credit Card / Debit Card via secure BPOINT gateway available on our website and Parent Portal
- Direct Debit – please contact the College to obtain this form
- Centrepay – please contact the College to obtain this form
- BPAY
- EFTPOS is accepted at the College Office during term time (American Express is NOT accepted)

Regardless of payment plans, accounts MUST be paid in full by the end of Week 2, Term 4 each year.

A \$2.50 Dishonour Bank Fee will be charged to customer accounts when a direct debit payment attempt has been unsuccessful.

The College website provides a Ready Reckoner link under the College Fees and Payments section to assist families in calculating their fee payments.

DISCOUNT FOR FULL PAYMENT ON ANNUAL COLLEGE FEES

A discount of 2.5% will be offered to families wishing to pay their full annual fees BEFORE the Term 1 due date. This date is printed on the fee statement at the time of issuing in Term 1 of each year. Due to our billing system, the College cannot invoice families for the full annual fee amount in advance. This discount is only offered in Term 1 for four full terms paid in advanced for that year. Families **MUST** contact the Finance Department prior to payment to ensure the correct calculation of the discount.

OVERDUE ACCOUNTS

Accounts that have outstanding balances after the due dates are in arrears and are in breach of the Confirmation of Enrolment Agreement. Reminder letters will be issued to accounts with owing balances who are not on College approved payment plans or those accounts with payment plans but carrying a substantially high value of debt. It is unreasonable and unjust to ignore fee statements and reminder letters, or to fail to contact the College when problems affecting payment arise.

When the College is reluctantly forced to engage the services of a professional debt collection agency, the administration and legal costs involved in any collection process will be added to the account. The engagement of a professional debt collection agency may affect the future credit ratings for all account holders named on the fee statement.

FEE PAYMENT EXTENSION

The College may grant small extensions of time for payment in exceptional circumstances which are deemed outside of the parent/legal guardian's reasonable control. A request for such an extension will require communication either via telephone or in writing to the Finance Department before the due date.

FUTURE STUDENTS AND/OR SIBLING ENROLMENTS WITH OWING FEES

Failure to comply with this Policy may impact on the future acceptance of enrolment for other student/s and/or sibling/s and/or affect the current continuing enrolment of student/s enrolled at the College. Similarly if fees have not been paid from a previous systemic school, this will also impact on enrolment at the College. St Augustine's College is under no obligation to accept future enrolments if there are any overdue invoices/fees, evidence of poor payment history, and/or a debt collection agency has been engaged previously to recover owing fees.

MEANS-TESTED TUITION FEE CONCESSIONS

Parents/legal guardians who suffer unexpected financial hardship can apply for a means-tested concessional discount on the tuition fee portion of their fees. Each application will be dealt with discreetly and in the strictest confidence.

Families eligible for a concessional discount **MUST** commit to a direct debit or Centrepay payment plan as calculated by the Finance Department. All fees and levies must be finalised by the Term 4 fee due date for that year.

Concessions are not ongoing, and applications need to be resubmitted at the commencement of each school year. Applications cannot be submitted for a prior year or be backdated. Applications close by the Term 4 fee due date each year. Application forms are available from the College Office.

STUDENTS LEAVING THE COLLEGE

Fees and levies will be payable for the **FULL TERM** in which the enrolment is terminated. Notification **MUST** be in writing via the Enrolment Exit Advice Form available from the College Office. All resources (iPad, Macbook, charges, cases, and any other library resources or College property) not returned within five business days of the student's date of departure will be invoiced to the account holder.

Exiting families must settle all owing fees and levies within two weeks of exiting the College unless a payment plan has been approved by the Business Manager. Any families failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency - please refer to the Overdue Accounts section in this Policy.

ENROLMENT APPLICATION FEE

All applications for entry into St Augustine's College require a \$100 Enrolment Application Fee to be paid per student, before the application can be processed and considered. This is non-refundable and does **not** guarantee placement in the College.

ACCEPTANCE OF ENROLMENT FEE

For **all new enrolments commencing 2027 and onwards**, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay a non-refundable Acceptance of Enrolment Fee of \$300 per student.

The submission of these completed forms and payment confirms the placement of a student into the College.

ENROLMENT BOND

For **all new enrolments commencing up until the end of 2026**, once a student is provided with a written Acceptance of Enrolment Offer, the parent/legal guardian must complete the Confirmation of Enrolment Agreement as well as pay the bond of \$150 per student in Prep - Year 6 and \$300 per student in Year 7 - Year 12. The bond will not be refunded upon graduation or at the time the student leaves St Augustine's College, unless the following has occurred:

- The student has completed at least 12 months education at the College
- All outstanding fees have been paid
- All materials and equipment on loan from the College have been returned in a satisfactory condition.