

## TUITION FEES, LEVIES AND MUSIC FEES POLICY 2021

St. Michael's College Tuition Fees, Levies and Music Fees Policy 2021

### SCOPE

The scope of this policy is to:

- Advise parents/caregivers of fee requirements for students to attend St. Michael's College. The College Fees comprise of a Tuition Fee, a Resource and Activities Levy, a Capital Levy and an IT Levy.
- Advise parents/caregivers of Instrumental Music Program fee requirements.
- Provide information on the range of payment options to assist families with budgeting and provide flexibility in meeting Tuition Fee and Levy and Music Fee commitments.
- Offer options for families in relation to payment of Tuition Fees, Levies and Music Fees.

### POLICY

St. Michael's College charges fees and levies to cover costs associated with providing educational opportunities for students, and to improve the College's facilities and resources.

**The Tuition Fee** covers all curriculum-related costs including classroom and specialist staff and the operational expenses associated with providing a quality, nurturing learning environment.

**The Resource and Activities Levy** contributes to the expenses associated with excursions, incursions, camps, sporting and cultural events, College book packs, Swim School, College publications including the College Yearbook and end of year events.

**The Capital Levy** contributes to the expenses associated with maintaining and improving College facilities.

**The IT Levy** contributes to the expenses of maintaining and upgrading the College's IT infrastructure, including desktop computers, portable devices (including Chromebooks), software licensing and IT support.

St. Michael's College charges fees for the Instrumental Music Program to cover costs associated with providing instrumental music lessons and instrument hire.

Timely payment of Tuition Fees, Levies and Music Fees is a condition of enrolment of students at St. Michael's College.

The Board of Directors determines Tuition Fees, Levies and Music Fees for each year before the commencement of the first Term in the year to which these fees apply. If fees are increased for a Term by more than 10% of the fees payable for the preceding Term, you may terminate your enrolment contract by notice, in writing to the Principal, given within 14 days of the date on which we notify you of the increase.

It is the intention of the Board of Directors that the Tuition Fees, Levies and Music Fees set-out in this policy will remain in place for all of 2021.

### ST. MICHAEL'S COLLEGE TUITION FEES AND LEVIES (GST FREE)

#### Term Tuition Fees and Levies - 2021

	Tuition Fee	Resource and Activity Levy	Capital Levy	IT Levy	Total
Student Prep – Year 6	\$1018	\$195	\$31	\$38	\$1282

#### Annual Tuition Fees and Levies - 2021

	Tuition Fee	Resource and Activity Levy	Capital Levy	IT Levy	Total
Student Prep – Year 6	\$4072	\$780	\$124	\$152	\$5128



## SIBLING DISCOUNTS

The following Tuition Fee discounts apply to siblings enrolled and concurrently attending St. Michael's College:

- An annual discount of 12% of the Tuition Fee for a second child - \$488.64
- An annual discount of 40% of the Tuition Fee for a third child - \$1628.80
- An annual discount of 100% of the Tuition Fee for a fourth and subsequent child/ren - \$4072.00

The eldest child attending will always be levied 100% of St. Michael's College Tuition Fees.

## ST. MICHAEL'S COLLEGE INSTRUMENTAL MUSIC PROGRAM FEES

### Term Instrumental Music Program Fees - 2021

	Tuition - including Instrument Hire	Tuition - excluding Instrument Hire	Percussion Tuition	Piano Tuition
Students Year 3 – Year 6	\$261	\$222	\$222	\$261

### Annual Instrumental Music Program Fees - 2021

	Tuition - including Instrument Hire	Tuition - excluding Instrument Hire	Percussion Tuition	Piano Tuition
Students Year 3 – Year 6	\$1044	\$888	\$888	\$1044

Music Tuition Fees also include a music folder and servicing and fault repairs not due to student carelessness.

**This is a fixed term fee for at least 28 lessons over the school year** (minimum 7 per term). The Term Fee remains the same irrespective of the length of the Term, or if your child misses a lesson for any reason.

Parents will be invoiced the Music Fees on their College Fee Account issued at the beginning of the year. Music Tuition Fees however, can be paid using the methods listed below.

## INVOICING

St. Michael's College will invoice all families in January 2021 with one (1) invoice for the Annual College Tuition Fees, Levies (Resource and Activities Levy, Capital Levy and IT Levy) and Music Fees.

However, Tuition Fees, Levies and Music Fees are able to be paid by all payment options (i.e. Annual, per Term or by instalments) detailed below.

## PAYMENT OF ST. MICHAEL'S COLLEGE TUITION FEES, LEVIES AND MUSIC FEES

St. Michael's College offers a number of flexible payment options, which include; Annual fees in advance, per Term or weekly/fortnightly/monthly payment plans as agreed with the Finance Officer. Families wishing to pay Tuition Fees, Levies and Music Fees in advance or in instalments should contact the Finance Officer by email on [fees@smccab.qld.edu.au](mailto:fees@smccab.qld.edu.au) with this request.

### Methods of Payment

- Direct Debit
- Internet Banking\*
- EFTPOS
- Bpay
- Cheque (no merchant fees charged)
- Credit Card: Visa or Mastercard
- Cash
- Parent Lounge

\* Westpac. BSB: 034611/Account: 860830. Include family name/ fee account number as the reference to enable payment identification.



## **DUE DATES FOR PAYMENT OF COLLEGE FEES AND LEVIES**

### **Annual Payment in Full in Advance**

5% discount applies to Annual College Tuition Fees paid in full by Friday 12 February 2021.

1 <sup>st</sup> child	\$4924.40
2 <sup>nd</sup> child	\$4460.19
3 <sup>rd</sup> child	\$3377.04

### **Payment per Term**

Four equal payments, one per Term

### **2021 Tuition Fee, Levies and Music Fee due dates**

Term 1 (including 2021 Annual Fees in Advance) - Friday 12 February

Term 2 - Friday 23 April

Term 3 - Friday 16 July

Term 4 - Friday 8 October

## **PAYMENT INSTALMENTS**

St. Michael's College offers the following instalments plans:

- 40 weekly instalments
- 20 fortnightly instalments
- 10 monthly instalments

Please Note – All payment plans are to commence in January to ensure all Tuition Fees, Levies and Music Fees are paid in full by the end of the current year.

Prior to paying by instalments, parents must meet with the Finance Officer or Finance Manager to agree the frequency and amount of instalments and complete a Direct Debit Authority to ensure all fees are paid by the end of the school year.

## **DISHONOUR FEES**

St. Michael's College will pass-on to families any bank fees incurred for dishonoured cheques.

## **LEAVE OF ABSENCE**

Tuition Fees, Levies and Music Fees continue to be payable irrespective of any length of absence.

## **TERMINATION OF ENROLMENT AND WITHDRAWAL OF STUDENTS**

If you terminate your enrolment contract (e.g. withdrawal of a student), you are to provide us with at least one Term's notice in writing addressed to the Principal.

If you do not provide us with one Term's notice, you are still required to pay one full Term's Tuition Fees and Levies. (St. Michael's College commits resources on the basis of confirmed enrolments).

## **CONCESSIONS**

Situations may arise that result in financial hardship to families.

Initially, requests for financial relief will involve a meeting with the Finance Manager or Principal. A fee concession application is then required to be completed and submitted. The Principal will exercise their discretion and ensure confidentiality in each case.

Any arrangements accepted for a fee concession will be for a period not exceeding the current calendar year.



## APPLICATION FOR ADMISSION

A *non-refundable* waiting list application fee of \$88 (including GST) per family is payable in advance to cover application processing costs.

## ENROLMENT BOND

An Enrolment Bond of \$800 (GST-free) per family is payable upon the acceptance of an enrolment of a new family commencing at St. Michael's College.

The Enrolment Bond will be refunded if a student, who is the only/last child of a family attending St. Michael's College, is withdrawn with the appropriate notice given, and the Tuition Fees, Levies and Music Fees account fully paid.

Where the Tuition Fees, Levies and Music Fees account has not been fully paid, the Enrolment Bond will be applied against the account before any refund is given.

## LIBRARY FUND

St. Michael's College has obtained approval from the Australian Taxation Office to establish a "Deductible Gift Recipient (DGR)" Library Fund.

Families are encouraged to donate \$200 per family per annum towards our Library Fund. These contributions are voluntary and fully tax-deductible. For convenience, an amount of \$200 will be included in the Annual Fee Statement (issued in January) as a reminder but not as a billed amount.

Contributions to the Library Fund are applied to Library operating costs, reading and audio-visual materials, Library facilities and Library resources. These contributions will assist St. Michael's College to provide Library and educational resources of the highest standard for all students.

## EXCLUSION CLAUSE AND DEBT RECOVERY

This Fees Policy presumes that all accounts will be fully paid when due.

Where at least one (1) semester (two (2) school terms) of Tuition Fees and Levies on a family account are outstanding; the student/s within this family will be excluded from attending their respective year level excursions and/or camps and also be excluded from participating within the Instrumental Music Program until such time as the account is paid up to date or a direct debit payment plan is agreed with the Finance Department.

The determination of their exclusion will be made at the Principal's discretion, based on the family fee account status as at the last school day of the Term prior to the date of the excursion and/or camp and as at the last school day of the year for the Instrumental Music Program.

Where families fail to pay fees or have not negotiated arrangements acceptable to the Board of Directors, a number of measures to recover outstanding debts may be instituted including but not limited to legal action and exclusion of students from St. Michael's College.

Parents wishing to discuss matters relating to accounts are asked to contact the Finance Department by email on [fees@smccab.qld.edu.au](mailto:fees@smccab.qld.edu.au) to make an appointment.