



2017 COLLEGE FEE POLICY

As a Catholic school, San Sisto College is not fully funded by government grants. For this reason the College sets the tuition fee annually to reflect current costs in the operation of the school. As a matter of justice to all members of the community, and not to adversely affect the delivery of curriculum and cocurricular activities, the College is obliged to ensure that fees are collected at the beginning of each term in a timely fashion.

The fees and levies collected at San Sisto are used to provide a high quality of education for your daughter. They are used to:

- support the provision of high quality teaching and learning;
- provide essential resources, materials, facilities and equipment;
- maintain buildings, grounds and other facilities;
- assist with activities such as excursions and visiting experts in their fields.

The San Sisto Parents & Friends Association also collects a levy through our fee structure.

Accounts are issued within the first fortnight of each term. All College fees and levies are compulsory, and are not tax deductible. The College statement will show the following:

Tuition Fees and Capital Levy are set by the Brisbane Archdiocese and are calculated on a family basis. The Capital Levy is used to maintain or provide new buildings and ground enhancements. As the Capital Levy is a compulsory charge, it is not tax deductible.

The **P & F Levy** is charged by the College Parents & Friends Association to provide for special projects within the school. Funds are used to pay for student insurance, resources and special grounds projects. The P&F Levy is charged quarterly with the full amount of \$200.00 being refunded after completion of 15 voluntary hours within the school e.g. Working Bees, Tuckshop, and Library. The P&F Service Record Card should be submitted to the school office for processing upon completion of the voluntary hours in the current school year. The refund will then be credited to the school fees account (cheque refund is only available if the annual school fee is paid in advance).

The **Year Level Levy** is inclusive of all standard subjects and covers payment for items such as: Student Diary, Locker, College Magazine, ID card, Text Hire and Technology Levy (laptop and network maintenance). These funds are also used to pay for resources used within the learning environment e.g. printing, excursions etc. Year Level levies for the full year are charged on the Term 1 fees statement with the exception of Work Placement Levy (Years 11 and 12 participants) and Ensemble Levy which are charged in Term 2. Instrument Hire is charged \$100 per Semester (Term 2 and Term 3).

Note: All Year Level Levies include Camp or Retreat (if applicable), Year 11 Levy includes one Semi Formal Ticket and Year 12 Levy includes one Formal Ticket.

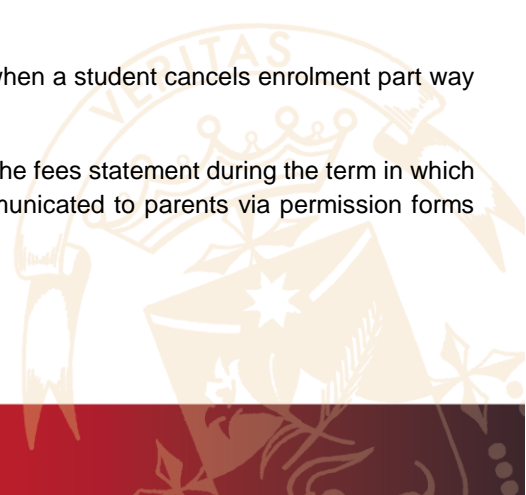
VET/Certificate Subject Levies are an additional charge. No refund is applicable when a student cancels enrolment part way through the year of a Certificate course.

Cocurricular Activities such as tennis, swimming, basketball etc will be applied to the fees statement during the term in which the activity is undertaken by the student. The fees for such activities will be communicated to parents via permission forms issued by the activity coordinator.

Caleruega
Year 7 and 8

Fanjeaux
Year 9 and 10

Bologna
Year 11 and 12



Unreturned Text Hire Charge

All students are accountable for any text hire/library material that is issued in their names. The cost of unreturned text/s will be applied to family fees statement that still have outstanding texts after reminder processes have been followed each term. Even if the text is subsequently returned the cost of the text applied to school fees will not be reversed.

Payment of accounts

Unless alternative arrangements have been made with the College's finance team, **all accounts are due for payment within 14 days of the date of issue. The due date is shown on the fees statement.**

Those families wanting to pay by instalments must have a Direct Debit payment plan in place. For your convenience, payment can be made using regular direct debit payments from your savings/cheque/credit card account at no additional cost. For families electing to use the direct debit option please use the *Annual School Fee Calculator Form & Direct Debit/Credit Card Form* to assist calculating your regular instalment payment and please ensure the account is paid in full by 30 November, 2017. Forms are available from the college website (*Enrolments tab*) or Parent Portal (*Forms and Documents*). Please note that **rejected** Direct Debit payments will incur a \$1.10 processing fee. Payments can also be made by cash (in person at reception), cheque, credit card, EFTPOS or Bpay (per term, year in advance or miscellaneous charges).

Leaving part way through a year

Written notice must be given for the withdrawal of a student. A telephone conversation to determine the reason for exit will be organised. No refund of tuition fees, Capital Levy or P&F Levies is given when a student leaves part way through a term. Subsequent terms of Year Level Levies however will be refunded, based upon the proportion of resources consumed. When a student does not resume her studies at the start of a term and no advice concerning her departure from the College was received in the preceding term, the full term's fees and levies will remain payable. No fees will be reimbursed until the parent discussed the reason for exit, and all resources (including Text Hire, laptop and library books) returned to the College.

Discount for early payment

Families who elect to pay the full year's fees and levies by the due date of the Term 1 school fees statement will receive a discount of \$210 (single student) or \$340 (2 or more students) on the annual total, the discount will be processed on the Term 2 Fee Statement.

Overdue accounts

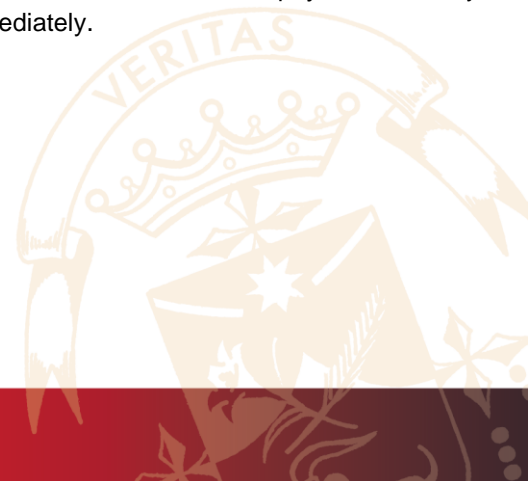
It is easy to overlook an account in the rush of everyday life and for this reason we send an overdue account statement for accounts **that are unpaid seven (7) days after the due date.** If you are experiencing difficulty in paying your account, please contact the College as soon as possible to negotiate a payment plan. As fees and levies collected are used to benefit all students attending the College, it is imperative that the payment of accounts be kept up-to-date whenever possible.

When an account remains unpaid for a period of 90 days or more and where families have failed to respond to communication from the College, consideration will be given to referring the unpaid account to a professional debt collection agency for recovery. This action is only taken where there has been a persistent pattern of failure to meet obligations or to negotiate appropriate payment plans. Once accounts have been handed to the debt collection agency the matter passes out of the control of the College and all negotiations for payment must then be made with the debt collection agency. If you require further information please feel free to contact the College.

Concessions

The College is committed to providing a Catholic education to all Catholic children. In cases of financial hardship the College will consider offering a concession on the tuition and capital levies. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each school year. Concessions cannot be applied retrospectively.

Concessions are means tested in line with Federal Government guidelines. The assessment process takes all income into consideration including wages, youth allowance, all other Centrelink payments, as well as housing costs (for example rent/mortgage). Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. The College's offer of concession is dependent upon the account being kept up to date and therefore a Direct Debit payment authority must be in place. If family circumstances change the College must be informed immediately.





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2017 SCHOOL FEES

This Schedule was prepared for January 2017. Please note the Per Term amounts are calculated by dividing the Per Annum amounts by four.

	Per Term	Per Annum	
Tuition Years 7—12	\$ 670	\$2,680	Single student
	\$1,080	\$4,320	Family rate — 2 or more students
Senior Levy 11, 12	\$ 44	\$ 176	Per student in Years 11 and 12
Capital Levy	\$ 160	\$ 640	Per family
Parents & Friends Levy	\$ 50	\$ 200	Per family — \$200 refunded after completion of 15 voluntary hours

Year Level Levy (per annum-charged Term 1)

Year 7	\$1,850
Year 8	\$1,925
Year 9	\$1,610
Year 10	\$1,820
Year 11 (includes one Semi Formal Ticket)	\$1,910
Year 12 (includes one Formal Ticket)	\$2,010

Year Level Levies include camp/retreat, laptop and network maintenance, diary, locker hire, college magazine, ID card, and text hire. **Year Level Levies do not include** extra-curricular activities such as **cocurricular sport, ensemble levy or instrument hire charges.

VET/Certificate Subjects*

(if applicable)	
Year 11 - Cert III Business	\$ 500
Year 11 - Cert III Early Childhood Ed & Care	\$ 500
Year 11 - Cert III Health Services Assistance	\$ 500
Year 12 - Cert III Business	\$ 500
Year 12 - Cert III Early Childhood Ed & Care	\$ 400

VET/Certificate subjects have higher levies and are an additional charge to students who have selected these courses

*Hospitality Uniforms, Child Care T-shirts and First Aid qualifications relating to the Certificate courses are additional charges and will be advised and billed as applicable.

Additional Charges (if applicable)

Ensemble Levy (charged Term 2)	\$ 100
Instrument Hire (\$100 Term 2 and \$100 Term 3)	\$ 200
Work Placement Year 11 (charged Term 2)	\$ 120
Work Placement Year 12 (charged Term 2)	\$ 90

Please note - Cocurricular sport charges are communicated to parents by the activity coordinator during the term in which the activity is undertaken by the student. The charge is then invoiced to school fees in that term.

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Year 7 and 8

Fanjeaux
Year 9 and 10

Bologna
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