St Benedict's College, Mango Hill

Fees Policy: Tuition Fees, Levies and Extras

St Benedict's is a regional co-educational Catholic secondary college, opened in February 2013, and providing high quality contemporary education in a Christian context. The College bases its ethos and mission on the Rule of St Benedict placing a strong emphasis on balance of work and life.

Fees and Levies collected at St Benedict's College are used for the following purposes which are aligned to the Vision and Mission of St Benedict's College to:

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

St Benedict's College charges a Parents and Friends Advisory Group (PFG) Levy to support the initiatives of the parents and community within the College.

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.

School Fee and Levy Collection Process

1. Tuition Fees and all Levies will be billed annually in February each year in accordance with the College Fees and Levies Schedule.

2. College Fees are due to be paid in full within 14 days of the issue of the Statement of Fees and Levies, unless the family have established a payment plan. The due date will be noted on the statement.
   Payment Plans can be set up either weekly, fortnightly, monthly or quarterly.
   The college offers a variety of methods of payment for families (see schedule 2.4).

3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the college fee account, a variety of options are available:
   a. **Extension of Time**
      If an extension is required, please contact the College Finance Department prior to the due date.

   b. **Payment Plans**
      Payment of the College Fees and Levies account by regular instalments. Families are expected to pay at least 25% of the annual fees each quarter and the account must be paid in full by the end of Term 4 each year, unless negotiated with the Business Manager.

c. **Fee Concessions**
In cases of financial hardship an application may be made for a fee concession.

(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 Benedict's College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Colleges for assessing eligibility.

(iii) Concession application forms are available at the College Administration Office.

(iv) The Fee Concession will only apply to the Tuition Fees and Capital Levy component of our fees structure. It does not apply to the Resource Levy or PFG Levy.

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

d. **Family Fee Discount**
A Family Fee discount will be applied in line with BCE directives to the Tuition Fees of the second or subsequent fee-paying student(s) from a family where there are two or more siblings simultaneously attending St Benedict's College.

A discount for families with two or more children will apply to Tuition Fees only and not to the Resource Levy. The Family Fee discount does not apply to the Family Levies.

The Family Fee discount will cease to apply at any time when there are less than two children from the same billing family simultaneously attending the College or at the sole discretion of the College, where the account(s) are in default.

e. **Tuition Fees and Levies Early Payment Discount**
The College offers a discount (pro rata for split billing) of $250 for one student, $400 for two students or $550 for three or more students for yearly fees paid in full on or before 1st March each year. Note that this discount is not available to those families who receive a discount through an approved concession.

4. Recovery of unpaid fees

In fairness to families who pay their college fees regularly and on time, St Benedict's College will follow up all overdue school fee accounts.

a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their college fee account by the due date where a payment plan or other arrangements are not in place.

b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian 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 St Benedict's College.

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

Agreed Payment Plans

As mentioned in point 3 (b) above, St Benedict's College offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the college fees account by the end of Term 4 each year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager. To establish an Agreed Payment Plan, forms are available on the St Benedict's College website, Parent Portal or from the St Benedict's College Administration Office.

Mid-Year Enrolment

New students entering St Benedict's 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 College Business Manager's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. 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, taking into consideration any personal mitigating factors.

Student text books, library books, laptops and all accessories remain the property of the College and are to be returned to the College upon leaving. If any fees remain outstanding, they will be payable as per the normal payment terms.

Refunds
If adequate notice of termination is given and all fees & levies are up to date a parent/guardian may request a refund of fees paid in advance. All requests must be in writing to the College Finance Department.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken.

For further clarification regarding the above school fee and levy collection process, please contact St Benedict's College Finance Department.

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College Fees and Levies Schedule

1 Schedule of Fees and Charges

1.1 Enrolment Application Fee

The Application for Enrolment should be completed and lodged with an application fee of $150 for each individual student enrolled. The Enrolment Application Fee is non-refundable.

1.2 Enrolment Confirmation Fee

An Enrolment Confirmation Fee is payable with the acceptance of an offer of a definite place. The Enrolment Confirmation Fee is $250 per student for entry to Year 7 and upwards.

The Enrolment Confirmation Fee is required to be paid before entry and the student's place is confirmed on its receipt of cleared funds. The Enrolment Confirmation Fee is non-refundable.

1.3 Tuition Fees and Levies

The College will set Tuition Fees and Levies on an annual basis taking into account the College's financial position and its future operational and capital requirements. These fees are calculated based on the recommendations of Brisbane Catholic Education (Refer to Fee Schedule).

Some components of our Tuition Fees and Levies are charged on a "per student" basis whilst two of our Levies are charged on a "per family" basis.

Tuition Fees & Curriculum Levies - Per student include:

- Tuition fees
- Resource Levy

Family Levies - Per family include:

- Capital levy (not tax deductible)
- PFG Levy

1.4 Resource Levy

This levy is charged on a per student basis to cover such expenses as subject resources, incursions, guest speakers, excursions, transport, student accident insurance, sports and cultural costs, student diary, student identification cards, other general administrative costs, college magazine and additional textbook hire. The levy covers Information Technology Resources and infrastructure, hardware and software. In addition, the levy also includes overnight camps that are an integral part of the curriculum program where this is offered to specific year levels and attendance is not optional.

1.5 Additional charges

The following items are not included in the College Fees and Levies and fees must be paid for in full at the time of the activity or by arrangement with the College:

- Year 12 senior jersey and formal
- Charges specified in the Subject Handbook
- Other optional levies

1.6 Capital Levy

The Capital Levy is charged to each family and covers the capital cost of College buildings, infrastructure and grounds and capital loan repayments.

1.7 Parents and Friends Advisory Group (PFG) Levy

The PFG levy is charged to each family and is used to provide additional College resources for students and staff. Expenditure of Levy funds is managed through consultation between The Parents and Friends Advisory Group Committee members and the Principal.

2 Fee Payment Procedures

2.1 Due Dates

Liability for Fees, Levies and Extras will not arise until the issue of an account.

All additional charges will be invoiced when incurred and payment due within 14 days.

College Fees & Levies are due to be paid in full within 14 days from the issue of the statement unless the family have established a payment plan. The due date will be noted on the statement.

2.2 Terms of Payment

Invoice Dates

Stage	Invoice Date	Due Date
Annual Fee instalment - Tuition Fees, Capital Levy, PFG Levy, Resource Levy and additional charges	February each year	14 days after invoice date
Term 2 - Additional charges	End of calendar month	14 days after invoice date
Term 3 - Additional charges	End of calendar month	14 days after invoice date
Term 4 - Additional charges	End of calendar month	14 days after invoice date

2.3 Consumer Credit Code

The College is not a credit provider under the Code and settlement of accounts must be made strictly in accordance with the terms of payment.

Parents who require credit for the payment of College fee accounts should contact their own bank or credit provider.

2.4 Methods of Payment

The College offers the following payment methods for families:

(i)	BPOINT on-Line	Payment of fees can be made directly by using BPOINT on line which is available on both the Parent Portal and College Website. (Credit card payments only)
(ii)	Credit Card (Visa, MasterCard)	Directly over the counter at the Administration Office, or by filling in the Credit Form. We accept Visa and MasterCard ONLY.
(iii)	Debit Card (EFTPOS)	Directly over the counter at the Administration Office as it requires you to enter a PIN number.
(iv)	BPAY	Payment of Tuition Fees and Levies can be done by BPay. The St Benedict's College Biller Code and your individual BPAY reference number are prominently displayed on your fees statement.
(v)	EFT	Payment of Tuition Fees and Levies can be done by EFT. The St Benedict's College bank account and your individual reference number are prominently displayed on your fees statement.
(vi)	Direct Debit	Payments can be set up for regular payments from either your bank account. Please contact the College Finance Department for a form to complete.
(vii)	Cash	Large cash payments are not recommended.
(viii)	Qkr	Payment of orders for the Canteen and additional charges (as notified as a payment option)

Please note that due to the banking arrangements with ADF, deposits are unable to be made directly over the counter at the Commonwealth Bank branch.