Diocesan Policy is that School Fees comprise an annualised amount. (This amount is dissected to a per term/per week basis for the convenience of family budgeting.)

**FAMILY DISCOUNT**

A family discount will apply to families that have more than one child attending a Catholic Diocesan School. The family discount only applies to “Tuition Fees” and not to College Levies. The discount is set by the Diocese and can be claimed by completing a “Family Discount Form” available from the Finance Office. This form must be completed and lodged at the beginning of each year and at each School or College.

The discount structure is as follows:
- 2 Students – 12.5% Discount
- 3 Students – 35% Discount
- 4 Students – 50% Discount
- 5 Students – 60% Discount
- 6 Students – 70% Discount
- 7 Students – 80% Discount

**GENERAL LEVY**

The General Levy is to cover the cost of software licencing, printing, general resources, library books, student diary, newsletter, sports days and other compulsory activities and presentations.

**SUBJECT/CONSUMABLE LEVY**

The Subject/Consumable Levy covers the costs of core and elective subjects, IT, camps, retreats, excursions and pastoral care activities.

**BUILDING FUND LEVY**

There is a substantial cost in maintaining and developing existing school buildings and facilities and it is necessary to raise capital income to service related debt or to otherwise support capital works. In accordance with Diocesan Policy each Family is levied this amount per term except where families have children attending diocesan catholic primary schools. As this amount forms part of the school fees no tax deduction is possible.

**P & F CONTRIBUTION**

The P & F Contribution is payable once per family. Exemptions may be claimed on a term basis if a minimum number of hours are worked at the Canteen. Exemption Forms are available from the Finance Office and must be completed for the exemption to be processed.

**OTHER COSTS**

The Other Costs include costs for the following: “School Activities Insurance” with Catholic Church Insurances Limited, P & F Federation Levy and the College Year Book.

---

### Schedule of Fees & Charges for 2016

<table>
<thead>
<tr>
<th></th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fees</strong></td>
<td>2000.00</td>
<td>2000.00</td>
<td>2000.00</td>
<td>2000.00</td>
<td>2460.00</td>
<td>2460.00</td>
</tr>
<tr>
<td><strong>General Levy</strong></td>
<td>480.00</td>
<td>480.00</td>
<td>480.00</td>
<td>480.00</td>
<td>480.00</td>
<td>480.00</td>
</tr>
<tr>
<td><strong>Subject/Consumable Levy</strong></td>
<td>1072.00</td>
<td>1072.00</td>
<td>1072.00</td>
<td>1072.00</td>
<td>1148.00</td>
<td>1148.00</td>
</tr>
<tr>
<td><strong>Building Fund Levy</strong></td>
<td>472.00</td>
<td>472.00</td>
<td>472.00</td>
<td>472.00</td>
<td>472.00</td>
<td>472.00</td>
</tr>
<tr>
<td><strong>P &amp; F Contribution</strong></td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Other Costs</strong></td>
<td>52.00</td>
<td>52.00</td>
<td>52.00</td>
<td>52.00</td>
<td>52.00</td>
<td>52.00</td>
</tr>
<tr>
<td><strong>TOTAL COST – per year</strong></td>
<td>4176.00</td>
<td>4176.00</td>
<td>4176.00</td>
<td>4176.00</td>
<td>4712.00</td>
<td>4712.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>– per term average (4 terms)</td>
<td>1044.00</td>
<td>1044.00</td>
<td>1044.00</td>
<td>1044.00</td>
<td>1178.00</td>
<td>1178.00</td>
</tr>
<tr>
<td>– per week (40wks)</td>
<td>104.40</td>
<td>104.40</td>
<td>104.40</td>
<td>104.40</td>
<td>117.80</td>
<td>117.80</td>
</tr>
<tr>
<td><strong>Administration Fee (deductible if fees paid by due date)</strong></td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>

* Diocesan Policy is that School Fees comprise an annualised amount. (This amount is dissected to a per term/per week basis for the convenience of family budgeting.)

* FAMILY DISCOUNT

* GENERAL LEVY

* SUBJECT/CONSUMABLE LEVY

* BUILDING FUND LEVY

* P & F CONTRIBUTION

* OTHER COSTS
ADMINISTRATION FEE

The Administration Fee is included on each Fee Statement and may be deducted if the Fees are paid in full by the “Due Date”.

PAYMENT OF FEES

Accounts are sent out each term and are payable by the “Due Date” shown on the Fee Statement. Arrangements must be made with the Finance Office for late payment of fees and additional charges may be incurred. Responsibility for the prompt payment of Fees and Charges is acknowledged as forming part of the enrolment conditions of Holy Spirit College. Timely communication in relation to outstanding School Costs can assist us to assist parents to avoid the additional on-costs associated with debt collection procedures.

We make every effort to work with families when we are kept informed of relevant circumstances. As Diocesan Policy states “School Fees comprise an annualised amount that is dissected to a per-term/per week basis for the convenience of family budgeting, therefore whilst a Student is enrolled at this College, School Fees remain payable in full during any period of absence unless agreed to in writing by the College Principal. Payments can be made by Cash, Cheque, Credit Card, Direct Debit Authority or Internet Banking. Further details can be obtained from the Finance Office.

The monitoring of Direct Debit payments to ensure that the fees are paid in full by the last day of the College year or before a student leaves the College is the responsibility of the payer. A lump sum payment is required if a balance remains owing at this time. Repayment amounts should be reviewed by the payer at the beginning of each year to ensure that these payments meet the aforementioned criteria.

Continuation of enrolment is conditional on all fees and charges from the previous year being paid in full in that year. No carry over amounts shall be permitted unless prior arrangements have been made with the Principal and confirmed in writing.

Unlike many other schools, we include in this Schedule of Fees and Charges the costs of a number of expenses that would otherwise be collected throughout the year, i.e. we seek to implement a “no hands in pocket” process. This inclusion in Fees is to help Parents/Guardians with their budgeting process. (Other Educational Providers collect these amounts separately to Fees and therefore the costs do not show on their Fee Schedule). Certain subjects such as Early Childhood Studies, HPE, Marine Studies, Manual Arts and Physical Recreation may incur extra fees throughout the year.

Whilst we make every effort not to do so, we reserve the right to vary the amount charged for school-based levies during the year, without notice, should curriculum needs change.
DIOCESAN FEES AND LEVIES SCHEDULE

SCHOOL FEES

Why School Fees are necessary?
Federal and State governments acknowledge the right of parents to choose the school which best suits their children’s needs for educational, religious, cultural or other reasons.

However, in comparison with funds spent on children in government schools, government funds committed to non-government schools remain limited. Your contribution through school fees is essential to the continued operation of your Catholic school.

2016 Tuition Fee Schedule

<table>
<thead>
<tr>
<th>Students in Diocesan Schools</th>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
<th>Seven</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount Percentage</td>
<td>0.0%</td>
<td>12.5%</td>
<td>35.0%</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
<td>80%</td>
</tr>
<tr>
<td>PRIMARY - per week</td>
<td>29.00</td>
<td>25.38</td>
<td>18.85</td>
<td>14.50</td>
<td>11.60</td>
<td>8.70</td>
<td>5.80</td>
</tr>
<tr>
<td>PRIMARY - per term</td>
<td>290.00</td>
<td>253.80</td>
<td>188.50</td>
<td>145.00</td>
<td>116.00</td>
<td>87.00</td>
<td>58.00</td>
</tr>
<tr>
<td>PRIMARY - per year</td>
<td>1160.00</td>
<td>1015.00</td>
<td>754.00</td>
<td>580.00</td>
<td>464.00</td>
<td>348.00</td>
<td>232.00</td>
</tr>
</tbody>
</table>

Lower Secondary Years 7 - 10

| LOWER SECOND-per week       | 50.00| 43.75| 32.50| 25.00| 20.00| 15.00| 10.00 |
| LOWER SECOND-per term       | 500.00| 437.50| 325.00| 250.00| 200.00| 150.00| 100.00|
| LOWER SECOND-per year       | 2000.00| 1750.00| 1300.00| 1000.00| 800.00| 600.00| 400.00|

Upper Secondary Years 11 - 12

| UPPER SECOND-per week       | 61.50| 53.81| 39.98| 30.75| 24.60| 18.45| 12.30 |
| UPPER SECOND-per term       | 615.00| 538.10| 399.80| 307.50| 246.00| 184.50| 123.00|
| UPPER SECOND-per year       | 2460.00| 2152.50| 1599.00| 1230.00| 984.00| 738.00| 492.00|

Funding Building Costs and School/College Infrastructure:
Families will appreciate that there is a substantial cost to the Diocese in maintaining and developing the existing school buildings. It is necessary to raise capital income to service related debt or to otherwise support capital works. A differential approach is in place to account for capital income as shown below.

Diocesan Primary Schools –Building Levy
Each family will be charged a building levy (Primary) of $85.00 per term ($340 per year) per family with normal school fee billings.

As this amount forms a collectable part of school fees no tax deduction is possible.

Diocesan Secondary Colleges – Building Levy
Each family will be charged a building levy of $118.00 per term ($472.00 per year) in conjunction with normal school fee billings except where families have children attending Diocesan Catholic primary schools.

As this amount forms a collectable part of school fees no tax deduction is possible.
School-Based Levies:
School-Based Levies are charges for curriculum resources, library books and printing levies. These levies are set by the School Board – to be no greater than 25% of the non-discounted tuition fees per student.

Specific Purpose Charges:
Additional charges may apply for specific purposes e.g. travel and accommodation related to school field trips and camps, excursions and transport to swimming pools etc. As well, some secondary subjects require additional charges for materials used, e.g. home economics, manual arts, etc. These costs are additional to school based levies.

Parents & Friends Levies:
Parents and Friends’ in consultation with their school community and Board may introduce a P&F levy in lieu of significant fund raising. Such a levy is voluntary and not included in the 25% as for General Levies.

Technology Levy:
Schools may charge a Technology Capital Levy of $95.00 per student up to a maximum of $190.00 per family. This levy would not be included as part of the 25% as in general levies.

In situations where a family has two or more children across Catholic Diocesan Primary and Secondary Schools, the priority for payment of the levy will be given to the Diocesan Primary School. The levy is to be used strictly for technology capital purposes at the school level.

School Fee Assistance:
If you require further assistance, the Diocesan policy states:

“No students should be excluded from a Catholic school because of the inability of their parents to pay the prescribed fee - in whole or in part.”

Total or partial exemption from the payment of fees is available on application to the Principal to ensure that confidentiality is maintained.

For further information: Please do not hesitate to contact your Principal.