



In One Spirit... we welcome · we nurture · we excel

Schedule of Fees and Charges for 2018

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	2120.00	2120.00	2120.00	2120.00	2600.00	2600.00
General Levy	480.00	480.00	480.00	480.00	480.00	480.00
Subject/Consumable Levy	1072.00	1072.00	1072.00	1072.00	1148.00	1148.00
Building Fund Levy (Per Family)	485.00	485.00	485.00	485.00	485.00	485.00
P & F Contribution (Per Family)	100.00	100.00	100.00	100.00	100.00	100.00
Other Costs	52.00	52.00	52.00	52.00	52.00	52.00
TOTAL COST – per year *	4309.00	4309.00	4309.00	4309.00	4865.00	4865.00
– per term average (4 terms)	1077.25	1077.25	1077.25	1077.25	1216.25	1216.25
– per week (40wks)	107.75	107.75	107.75	107.75	121.65	121.65
Administration Fee Deductable if paid by Due Date	100.00	100.00	100.00	100.00	100.00	100.00

* Diocesan Policy is that School Fees comprise an annualized 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 Primary School or College. The discount structure is as follows:
2 Students – 12.5% Discount, 3 Students – 35% Discount, 4 or more Students – 50% Discount,

CONCESSION CARD DISCOUNT

- Parents/Carers with an eligible means-tested Australian government health care or pensioner concession card will on application receive a 70% discount on tuition fees (does not apply to College levies). This initiative is intended to assist those families who genuinely lack the financial capacity to pay tuition fees in full. Eligible card holders are required to advise the College of their concession card at enrolment or when the card is gained. Once the card is sighted by the College’s administration and a copy is made, tuition fees for future terms will be adjusted. Further details on the new Concession Card Discount eligibility criteria and general fee information for 2018 are available on the Catholic Education website www.rok.catholic.edu.au.

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 costs, 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 of the following: "School Activities Insurance" with Catholic Church Insurances Limited, P & F Federation Levy and the College Year Book.

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 early 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. Diocesan Policy states "School Fees comprise an annualized 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. ***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 that 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. The College reserves the right to hold back certain documentation, such as Principal's Reference, VET Certificates, etc. until such time as the final amount for fees is paid in full.***

Unlike many other schools, we include in this Fee Schedule the costs of a number of expenses that would otherwise be collected throughout the year, that is, 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, Aquatic Practices, Manual Arts and 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.

School Fee Payment Options

Holy Spirit College is pleased to offer the following payment options:

1. By way of **Cash, Cheque or EFTPOS** at the Finance Office – **Credit Card** details may also be telephoned through to the Finance Office
2. **BPAY** – The BPay Logo with the College's Biller ID and your Account Reference is printed on the top right hand corner of your Fee Statement.
3. **Direct Payment Authority from your Bank Account** – This form is available from the Finance Office.
4. **Internet Banking** - Our Bank Account details are as follows:
 - Account Name ***Holy Spirit College***
 - Bank: ***Westpac Banking Corporation***
 - BSB: ***034210***
 - Account: ***350362***
 - Reference ***Your Parent Code located at the top right hand side of your Fee Statement***
This is mandatory for your payment to be receipted.
5. **Parent Lounge** – Simply log in to the Parent Lounge Portal via our website (Parents & Community)



Diocesan Fees & 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.

2018 Tuition Fee Schedule

Tuition Fee Per Student

Students in Diocesan Schools	One	Two	Three	Four or More
Discount Percentage	0.0%	12.5%	35.0%	50%
PRIMARY - per week	30.50	26.69	19.83	15.25
PRIMARY - per term	305.00	266.90	198.30	152.50
PRIMARY - per year	1220.00	1067.50	793.00	610.00
LOWER SECOND-per week	53.00	46.38	34.45	26.50
LOWER SECOND-per term	530.00	463.80	344.50	265.00
LOWER SECOND-per year	2120.00	1855.00	1378.00	1060.00
UPPER SECOND-per week	65.00	56.88	42.25	32.50
UPPER SECOND-per term	650.00	568.80	422.50	325.00
UPPER SECOND-per year	2600.00	2275.00	1690.00	1300.00

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 \$87.50 per term (\$350 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 \$121.25 per term (\$485.00 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 \$100.00 per student up to a maximum of \$200.00 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.”

Families may be eligible for school fee assistance under the *Concession Card Tuition Fee Discount* and/or the *Principal's Concession Scheme*.

- **Concession Card Tuition Fee Discount**

A 70% Tuition Fee Discount is available for 'means tested' government Health Care and Pensioner Concession cards. These cards must meet eligibility criteria for this concession to apply.

- **Principal's Concession Scheme**

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

For further information: Details are available from the school or by contacting your Principal.

EARLY LEARNING AND CARE FEES

Early Learning & Care Services Fees include fee structures for the following type of facilities within the diocese:

- *OUTSIDE SCHOOL HOURS CARE*
- *KINDERGARTEN; and*
- *LONG DAY CARE;*

OUTSIDE SCHOOLS HOURS CARE

Fees are on a **per session (attendance) basis** with a range of fees to reflect the diversity of the centres across the diocese. All services are to charge at least the minimum fee to maintain a degree of uniformity and equity. Each child will be charged a session fee as follows:

- **Before School Hours Care**
Fees: Minimum \$17.50 per child – Maximum \$19.50 per child;
- **After School Hours Care:**
Fees: Minimum \$22.00 per child – Maximum \$24.00 per child;
- **Vacation Care:**
Fees: Minimum \$49.50 per child – Maximum \$55.50 per child;

Individual centre fees will be published on the MyChild Website <http://ifp.mychild.gov.au/mvc/Search/Advanced> .

KINDERGARTEN CENTRES

Fees are calculated based on the Queensland Government's Queensland Kindergarten Funding Scheme (QKFS) Requirements. Our Approved Kindergarten programs are completely self-funded and rely on parent fees, fundraising and a contribution from the Queensland Government, only. Under this scheme, our kindergartens are unable to access funding from other sources.

The following information outlines kindergarten fees according to session type:

Fee		Monday, Tuesday, Alternate Wednesday	Thursday, Friday, Alternate Wednesday	Thursday, Friday only (extended program hours)
Term Fees	Term One	\$850.00	\$850.00	\$850.00
	Term Two	\$952.00	\$918.00	\$935.00
	Term Three	\$850.00	\$850.00	\$850.00
	Term Four	\$748.00	\$782.00	\$765.00
Fortnightly Fee		\$170.00	\$170.00	\$168.00
Daily Fee * Kindergarten-age child		\$34.00	\$34.00	\$42.50
**Daily Fee - additional days (kindy age) or children not of eligible kindergarten-age		\$42.50	\$42.50	N/A

The following levies or fees are included on Parent Fee Statements:

- Building Levy \$44.00 **per term** per kindergarten family
- QCEC Levy \$9.00 **per year**

Initial Enrolment Fee – Non-refundable fee determined by the locality of the centre.

QKFS Plus Kindy Support Subsidies

Eligible families of kindergarten-age children:

- who hold recognised concession cards,
- who have three or more children, of the same age, enrolled in the same year,
- where the child identifies as being Aboriginal or Torres Strait Islander and the family chooses to identify them as such on their enrolment form,

will receive reduced out-of-pocket expenses on kindergarten fees. Provided the child/family meets the eligibility requirements for the QKFS Plus Kindy Support subsidy, at any point during the term, they are entitled to funding for the full term.

*Kindergarten-age is the year before a child commences their preparatory year at school i.e. children who are at least four years old by 30 June in the year they participate (minimum of 600 hours per year to be eligible – equates to five days per fortnight or four days per fortnight extended program hours). Our kindergartens offer extended hours, beyond the required 600 hours, to ensure all pupil free days are covered throughout the year.

**QKFS, as outlined by the Queensland Government, only provides fee support to Approved Kindergarten Centres for kindergarten-age children. Children who attend additional days or children who are not of the eligible kindergarten-age are subsidised by the kindergarten. Families contribute less than 1/3 of the loss of funding from the QKFS funding with the centre covering the remaining 2/3 of the loss.

Individual centre fees will be published on their respective web site www.rok.catholic.edu.au/early_learning.