



# Emmanuel Catholic College

## School Fees

### Policy and Information

#### **RATIONALE**

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education. Parents are asked to make a commitment to support Catholic education financially by paying fees. Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools.

#### **AIM**

Emmanuel Catholic College will set fees at a level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve. The College Board will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the collection of fees. It is the responsibility of the College Board to ensure all reasonable steps are taken to enable the collection of school fees. On application for enrolment, parents/carers will be provided with the schedule of fees and a summary of the School's Fee Policy. Prospective parents/carers will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents/Carers make a commitment to pay school fees when they sign the Application for Enrolment Form for our school.

The Finance Office will review outstanding fees on an ongoing basis and will report to the College Board the status of fee collection.

#### **APPLICATION FEE**

Parents/Guardians may enrol a student by completing an Application for Enrolment Form and paying the **non-refundable** Application Fee of \$55.00 (including GST). Payment of the Application Fee does not guarantee the admission of a student to a place in the College.

#### **ENROLMENT FEE**

Admission of a student to a place in the College follows the successful completion of an interview and the payment of a **non-refundable or transferable** Enrolment Fee of \$750.00. This payment is apportioned as a \$600.00 enrolment deposit which is credited against your child's first year tuition, and \$150.00 contribution to the building fund.

Each person who signs the enrolment form accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student unless court orders state otherwise.

#### **BUILDING LEVY - COMPULSORY**

The Building Levy ensures the College is able to continue successive building stages to cater for the College's growing enrolment and optimise the learning environment for every student. This fee is a compulsory payment and is not tax deductible. Families with eligible means-tested family concession cards will receive a reduced levy upon application and acceptance of the Health Care Card.

#### **BUILDING FUND - NON COMPULSORY (DGR - Deductible Gift Recipient)**

The Emmanuel Catholic College Building Fund enables parents to make a direct contribution towards the new Arts and English facility. This fund is a tax deductible voluntary contribution.

#### **NEW SITE ACQUISITION FUND (NSAF)**

The Catholic Education Commission passed a resolution for existing schools to contribute a 3% levy for the establishment of new Catholic School sites. As Emmanuel has received assistance in this way in the past, we are now compelled to provide this levy. Through our families the levy is set at \$100 per family with the remainder subsidised by the College.

## ACADEMIC SCHOLARSHIPS

The College offers up to four Scholarships for academically able students. Each Scholarship is tenable for Year 7, 8, 9 & 10 and covers 50% off the standard annual tuition fee, given the student meets the set criteria at the end of each year. The Scholarship does not include all other fees and levies. Scholarships are awarded on the basis of a written examination conducted by the College personnel when the student is in Year 5/6. Those short listed will be interviewed by the Principal. The Principal reserves the right to withdraw a Scholarship should the recipient underachieve or seriously breach College rules and regulations.

## INDIGENOUS SCHOLARSHIPS

The College offer Indigenous Scholarships which covers 60% off the standard annual tuition fee. These scholarships are reviewed at the end of each school year. Parents wishing to make an application for a Scholarship should visit the school website for an application form or alternatively contact the Finance Office. The application must be received by the College no later than end of term 3 of the preceding year you are applying for.

## AUSTUDY ALLOWANCE

For information, please contact Centrelink General Enquiry Section on 13 24 68.

## MUSIC SCHOLARSHIPS

Emmanuel Catholic College welcomes Music Scholarship applications from both primary and secondary school students. Emmanuel offers an excellent and meaningful Music Program attracting talented and vibrant musicians to the College who have set their sights on attaining the highest possible levels of music excellence. Music Scholarships are awarded as the result of a successful audition/interview.

Please visit our website for an application form. All audition times will be notified by mail and please note, that no late applications will be accepted.

## MUSIC TUITION

Invoicing and payment of music tuition for 2018 will be managed directly by the music tutor.

## FEE ACCOUNTS

Payment of fees is subject to all the terms and conditions contained in this form

Where there is more than one person signing this form, only one account will be issued. Each person signing the enrolment documentation is independently and jointly responsible for payment of the whole of the fees for the entire period of the enrolment of the student, meaning the school can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them.

The fee account is invoiced annually and emailed to families prior to the commencement of the school year.

For the 2018 school year, the fee account is due and payable in full by the **16 February 2018**, unless the College is advised in writing of the selection of an alternative payment arrangement.

For those families who cannot pay the fee account by the due date in February the College offers the following payment arrangements for 2018:

- Four equal payments – due second Friday of each term.
- Nine equal monthly payments between February and October 2018 inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.
- Eighteen equal fortnightly payments between February and October 2018 inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.

**No other option is available and all fees are to be finalized by 31 October 2018 unless otherwise arranged with the Principal.**

## PAYMENT METHODS

All payments are to coincide with the final instalment date - 31 October 2018 by one of the following methods:

- **DIRECT DEBIT** – Direct Debit and Credit Card forms to be completed and returned to the College – not your bank.
- **BPAY** – Payments can be made by using the Biller Code and Reference Number at the bottom of your fee statement
- **DIRECT DEPOSIT** – From your bank account direct to the College BSB 086-006 Account 456601859
- **CENTREPAY** – Centrepay enables you to have a regular amount from you Centrelink payment paid directly to the College. Forms are available from the College Administration Office.
- **ON-LINE PAYMENT** – The College offer an online payment system. Log on to [www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au) – Online payments

**The College reserves the right to alter Fees, Charges and Conditions without prior notice as circumstances require.  
The College will charge the GST where applicable.**

**2018 TUITION FEES**

Fee Description	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	4230.00	4230.00	4230.00	4230.00	4885.00	4885.00
Total Amenities and Levies	1708.00	1408.00	1495.00	1495.00	1583.00	1583.00
Enrolment Deposit	-550.00					
<b>Total School Fee per student</b>	<b>5388.00</b>	<b>5638.00</b>	<b>5725.00</b>	<b>5725.00</b>	<b>6468.00</b>	<b>6468.00</b>
<b>Electives</b>						
Outdoor Education			300.00			
INSTEP					300.00	300.00
VET Cert Camp				300.00	300.00	300.00
VET Cert No Camp				110.00	110.00	110.00
VET Cert IV Prepaid				500.00	500.00	500.00

Fee Description	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees	4230.00	4230.00	4230.00	4230.00	4885.00	4885.00
Resource Fee	765.00	765.00	852.00	852.00	940.00	940.00
P & F Levy	100.00	100.00	100.00	100.00	100.00	100.00
NSAF Levy	100.00	100.00	100.00	100.00	100.00	100.00
Building Levy	443.00	443.00	443.00	443.00	443.00	443.00
Enrolment Deposit	-550.00					
Outdoor Education			300.00			
INSTEP					300.00	300.00
VET Cert Camp				300.00	300.00	300.00
VET Cert No Camp				110.00	110.00	110.00
VET Cert IV Prepaid				500.00	500.00	500.00
Year 7 Camp	300.00					

**2018 TUITION FEES HEALTH CARE CARD HOLDERS**

Fee Description	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees First Child	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
Tuition Fees Second Child	1350.00	1350.00	1350.00	1350.00	1350.00	1350.00
Tuition Fees Third Child	1125.00	1125.00	1125.00	1125.00		
Building Levy	300.00	300.00	300.00	300.00	300.00	300.00
P & F Levy	100.00	100.00	100.00	100.00	100.00	100.00
NSAF Levy	100.00	100.00	100.00	100.00	100.00	100.00
Enrolment Deposit	-550.00					
Year 7 Camp	300.00					
Outdoor Education			300.00			
INSTEP					300.00	300.00
VET Cert Camp				300.00	300.00	300.00
VET Cert No Camp				110.00	110.00	110.00
VET Cert IV Prepaid				500.00	500.00	500.00

## **YEAR LEVEL RESOURCE FEE**

A year level Resource Fee contributes to miscellaneous student related expenses with the balance being subsidised by the College. The major items where the College utilises the collected resource fees are; IT infrastructure, subject levies, retreats, school excursions, student insurance, diary, College Annual, locker combination locks, copyright fee and general supplies such as tissues and sunscreen. Families with eligible means-tested family concession cards will receive a credit for the full resource fee upon application and acceptance of the Health Care Card.

## **YEAR 7 CAMP**

Year 7 students will attend a compulsory three day and two night camp at Forrest Edge in Waroona during Week 8 of Term 1. The camp is an opportunity for students to bond as a year group, to develop new friendships and have fun in a supportive and challenging environment. Students will have the opportunity to develop teamwork and leadership skills and develop their sense of spirituality. Emmanuel Catholic College is committed to offering a wide variety of learning experiences through our camp which, at times, can include some personal challenges for our students. **The \$300 camp fee is compulsory and non-refundable.**

## **SPORT AND OUTDOOR RECREATION**

Sport and Outdoor Recreation provides students with the opportunity to experience the wonder of the great outdoors. All students engage in a variety of activities that are aimed at challenging individuals/groups and developing leadership and problem solving skills. The Sport and Outdoor Recreation Camps and activities are an additional cost depending on the year group, and subsidised by the College.

## **YR 11/12 WORKPLACE LEARNING (INSTEP)**

Workplace Learning (INSTEP) aims to provide all students with the knowledge, workplace skills and attitudes valued within work environments, as a preparation for employment. The College subsidise 50% of the Instep charge making cost to parents \$300 per semester.

***Payment must be received prior to commencement of Term 2 for this program.***

## **VOCATIONAL EDUCATION TRAINING (VET) COURSES**

A fee per course is charged for VET courses in 2018. This is additional to a student's school fees as there is a cost attributed to the Quality Assurance of delivering these courses and external certification of student achievement. Students are not required to purchase text books for these courses as all materials are provided.

***Payment must be received prior to commencement of Term 2 for this program.***

## **CERTIFICATE IV**

Certificate IV qualifications are available through an external provider; Fremantle Education Centre (FEC) based in Fremantle, for students who have changed from an ATAR to general pathway in Year 12. The cost of the course is \$500, which must be paid prior to the commencement of the course, with the remainder subsidised by the College.

## **INSURANCE**

Students at the College are covered by SchoolCare Personal Accident Policy with Catholic Church Insurance (CCI) which covers students for **accidental** injuries 24 hours a day. Please note, general insurance companies such as CCI are prohibited by law from covering the cost of any medical service for which a Medicare benefit is payable (including any gap).

For further details about the policy please contact the Assistant Bursar on 9414 4012 or Catholic Church Insurance direct on 9421 6000.

The College cannot accept responsibility for loss of or damage to personal effects and property, or liability incurred by students for property damage.

## **OTHER NON-CURRICULAR EXPENSES**

Other costs such as College uniform, Year 12 Ball, Leavers Jackets and Breakfast, Year 11 Dinner Dance, Year 10 River Cruise and other non-curricular expenses are not included in the "College Fees". As such, separate information is forwarded to parents/guardians.

## **EXTRA CURRICULAR CAMPS/TRIPS**

To be eligible to attend Extra Curricular trips interstate or overseas, students must have a good history of behaviour and families must ensure that they are fully financial with the College prior to submitting an application to attend. Any family with an outstanding debt with the College will be denied the opportunity to attend at any stage during the process.

## **SIBLING DISCOUNT**

For families where more than one child is enrolled at the College the following reduction in tuition fees will be allowed:

- Second student 10%
- Third student 25%
- Fourth and beyond 100%

These reductions will be made automatically and shown on fee accounts.

### **BURSARIES/FINANCIAL HARDSHIP**

The College offer Bursaries for extreme financial hardship. A criterion needs to be met for the assessment of the Bursary application. Parents/Guardian/s are informed in writing of the outcome of their assessment. The Bursary is applicable for the current year and **applies to the tuition fee only**, all other charges are payable in full. The application must be received by the College no later than end of term 3 of the preceding year you are applying for. These forms are available on the College website [www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au).

### **HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME**

The College will offer a concession to parents/guardians who are responsible for the payment of fees and hold a current eligible means-tested family Health Care Card or Pensioner Concession Card. The maximum tuition fee payable for 2018 is \$1500 plus additional levies. The resource levy will be waived for holders of an eligible card. It is important that parents complete the necessary documentation as there are administrative cut-off dates. Application forms can be collected from the College Administration Office and must be received by end **Term 1 2018**.

### **CUSTODY, COURT ORDERS AND SPLIT FAMILY ARRANGEMENTS**

The College will reserve the right not to invoice split families separately, unless other arrangements enforced by law are provided affirming otherwise. (The College cannot be expected to make judgements or mediate between parents who may have a simple apparent agreement)

### **LATE NON PAYMENT**

Parents who are unable to pay fees by 31 October 2018 must contact the Business Manager, Mrs Sonja Matthes to make alternative arrangements. The College will follow up outstanding accounts with an interview with the Principal and the Business Manager.

***The College Board reserves the right to take legal action for the recovery of fees not paid by due date. Please note that you will be liable for any fees incurred in collecting these monies.***

### **NOTICE OF WITHDRAWAL**

The Principal must be given a full terms notice in writing prior to the pending withdrawal of a student from the College. Fees in lieu of one term's notice plus all compulsory charges will be charged if written notice is not provided. Whilst notification is still required, consideration will be given to students who gain employment or leave the College due to family relocation. If a child is taken out of school for an extended holiday, the College will retain that student's place during this time and there will be no reduction of school fees.

Exiting families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Business Manager. After this time has elapsed, if a payment plan has not been negotiated, a formal debt collection process will be instigated to collect the outstanding fees.

***Further information regarding the issue and payment of school fees can be obtained by contacting the College Finance Office or the Business Manager.***