St Columba Anglican School

2017 Schedule of Fees and Charges

Enrolment Fees

| Application Fee | $135 | Payable when lodging the Application for Enrolment form. The Application Fee (which is non-refundable and inclusive of GST) is payable by credit/debit card, cheque or cash directly to the School. Maximum Application Fee of $270 applies per household. |
| Acceptance Fee | $770 | Payable when accepting an Offer of Enrolment. The Acceptance Fee (which is non-refundable) is payable by credit/debit card, cheque or cash directly to the School. Maximum Acceptance Fee of $1540 applies per household. |

School Tuition, Camp, Activity, Resource and Elective Fees

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Billed School Tuition Fees</th>
<th>Camp, Activity and Resource (CAR) Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Annum</td>
<td>Per Term¹</td>
</tr>
<tr>
<td>Kindergarten to Year 6</td>
<td>$5500</td>
<td>$1375</td>
</tr>
<tr>
<td>Year 7 and 8</td>
<td>$6416</td>
<td>$1604</td>
</tr>
<tr>
<td>Year 9 and 10</td>
<td>$7476</td>
<td>$1869</td>
</tr>
<tr>
<td>Year 11 and 12</td>
<td>$7792</td>
<td>$1948</td>
</tr>
</tbody>
</table>

Subject and Elective Course Fees

<table>
<thead>
<tr>
<th>Elective</th>
<th>Yr 9 /10</th>
<th>Yr 11</th>
<th>Yr 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textiles &amp; Design</td>
<td>$60</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Design &amp; Technology</td>
<td>$75</td>
<td>$80</td>
<td>$85</td>
</tr>
<tr>
<td>Food Technology (Year 9 only)</td>
<td>$100</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>$60</td>
<td>$80</td>
<td>$85</td>
</tr>
<tr>
<td>VET - Construction</td>
<td>$200</td>
<td>$520</td>
<td>$520</td>
</tr>
<tr>
<td>VET - Hospitality</td>
<td>-</td>
<td>$520</td>
<td>$520</td>
</tr>
<tr>
<td>Dance</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Drama</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Music</td>
<td>$25</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

Sibling Discounts³

- Second Child 20% discount
- Third Child 30% discount
- Fourth and Subsequent Children 40% discount

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Terms of Payment

All Term Tuition Fees will be invoiced at least two weeks prior to the commencement of each term and forwarded via email. Fees are payable by the end of the first week of each term. New students will be invoiced after their commencement and a statement will be forwarded at this time.

The Camp, Activity and Resource (CAR) Fee and any additional charges or fees applicable, such as subject and elective course fees, elective sports, VET courses, and Duke of Edinburgh, will be made available for secure payment via the online Parent Lounge portal. An email will be sent to the account holder to notify when this payment can be made.

Refunds are only issued under exceptional circumstances, upon approval by the Principal. If approved, any applicable refunds will be applied to your school account at the end of the school year.

Please note that the School does not provide split family billing. Parents/caregivers are jointly and severally liable for the payment of fees and any other outstanding amounts due to the School. A copy of the statement will be forwarded to each parent/caregiver.

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Please Note: The Schedule of Fees and Charges is set and approved each year by the School Council. All pricing is indicative and the School Council reserves the right to adjust pricing in unforeseen circumstances. Variations will be advised via email.

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This version updated 1st December 2016
Payment of Fees and Charges

School Tuition Fees

BPAY: Payment of School Tuition Fees can be made via BPAY using the Biller Code and Reference Number located on the top right corner of your statement. Please note that your BPAY Reference Number is not your school account number. BPAY can be accessed via phone or internet banking, visit www.bpay.com.au for more information.

Credit/Debit Card: Westpac PayWay is a secure payment facility available for credit/debit card payments and can be accessed via the online Parent Lounge. Please email info@scas.nsw.edu.au if you require any assistance with the Parent Lounge.

Direct Debit Agreement or Payment Arrangement: Please contact the Accounts Department to arrange an ongoing Direct Debit or Payment Arrangement. A form is required to be completed for this fortnightly or monthly Agreement and can be made from a nominated account or valid credit card. Direct Debits continue throughout the whole year and do not change or stop unless a written or emailed request is received.

Accounts Payment Office: Payment in person will be accepted at the Accounts Payment Office of St Columba Anglican School by cash, cheque, credit card or EFTPOS, Monday to Friday from 8.00am to 4.00pm.

Compulsory and Elective Fees; Additional Fees

Credit/Debit Card: Payments for the compulsory Camp, Activity and Resource Fee, applicable Subject and Elective Course Fees, as well as any additional activities, are available through the secure Westpac PayWay facility in the online Parent Lounge. Please email info@scas.nsw.edu.au if you require any assistance with the Parent Lounge.

Full Year Payment of Tuition Fees

Full annual fees paid in advance prior to or within 7 days of the commencement of Term I, will attract a 4% discount of the tuition fee component. Early payment discounts do not apply unless any existing outstanding balance is cleared.

Please refer to the current Schedule of Fees and Charges or contact the School to calculate and confirm the net amount payable including discounts, if required.

Clergy Concession

Licensed Pastors and Clergy may apply for a further concession by completing an application form annually, which is available by contacting the Accounts Department.

Withdrawal of Student

A student’s enrolment is deemed to continue for the span of education years offered by the School. The School requires one full school term’s notice for withdrawal of students. Notice of withdrawal must be in writing to the Principal and must be given prior to the commencement of the last term of attendance.

Failure to give one full school term’s notice of withdrawal in writing will incur a charge of one full term’s fees per student in lieu of notice, and any discounts applied will be adjusted accordingly.

Absence through Illness or Injury

It should be understood that no remission of fees either in part or in whole will be made should the student be absent from school through illness or injury. Private insurance cover can be obtained to cover this type of misfortune. Under exceptional circumstances, consideration may apply under compassionate grounds.

Dismissal of a Student

If a student is removed at the insistence of the School, the parent or caregiver is liable for all fees and charges to the end of the term in which the student’s enrolment was terminated.

Before and After School Care

These programs are run on St Columba Anglican School campus by Columba Cottage Early Learning Centre. Please refer all enquiries to the Cottage on 02 6581 4433 or via their website, www.ccelc.nsw.edu.au

Building Fund Voluntary Contributions

Future development of St Columba Anglican School relies on a considerable extent on money raised through voluntary contributions to the Building Fund. Your generous support to the Building Fund, which mainly finances new buildings and major renovations, is greatly appreciated, as School Fees and Charges are not set to cover these costs. It is anticipated that all parents will contribute to the Building Fund.

The suggested level of donation for 2016 is $125 per term, per family. Voluntary contributions to our Building Fund are tax deductible. For payment options for the Building Fund, please refer to our website at www.scas.nsw.edu.au

Camp, Activity and Resource (CAR) Fee

This compulsory fee is an annual charge that covers the cost of activities that are considered compulsory to the core academic and pastoral curriculum of the School. This fee covers the majority of the common charges for a particular year group such as compulsory camps, Primary bookpacks, technology, equipment, visiting performances, excursions, local activities, school sporting carnivals, co-curricular, Hunter Region independent Schools (HRIS) representation, and the costs of upgrading and maintaining our facilities. It is payable in full per student, notwithstanding that a family has any fee concessions.

By consolidating these compulsory activities into one charter, families have greater certainty as to the annual costs of their child’s education. The School aims to significantly reduce the need to find extra funds during the year. The CAR Fee will be available for secure payment in the online Parent Lounge. Parents will continue to be able to approve their student’s participation and the costs of further optional activities during the course of the year and these will generally be made available through the online Parent Lounge.

The CAR Fee will not cover individual student costs such as uniforms, non-compulsory stationery, text books, elective subjects and/or activities, overseas trips, private tuition and other specialist activities as these are costed on an individual basis.

Refunds are only issued under exceptional circumstances, upon approval by the Principal. If approved, any applicable refunds will be applied to your school account at the end of the school year.
Subject and Elective Course Fees

Within some applied learning areas in Secondary School, certain subjects and courses involve costs beyond that is common for a subject. These courses attract a fee to supplement expenses such as materials, tools, equipment maintenance, specialist software licensing and training, and other necessary consumables which enable the running of the course.

If a subject or elective course fee applies, these will be indicated in the Student Handbook that is available on the School website, at subject selection evenings or upon request. When applicable, these fees will be issued through the School’s online Parent Lounge.

Please note that no discounts or deductions will be offered in the event that a student commences a course after the start of the school year. Enrolment in a subject or course at any time throughout the school year will require payment of the full subject or elective course fee.

Refunds for change of subject

Many of the funds from subject and elective course fees are pre-allocated to the purchase of equipment and resources for use from the first day of classes.

In appropriate circumstances, provided the student changes subject before the end of Term I, the School may offer a credit of up to 50% of the fees paid. In the event that the subject change occurs after the commencement of Term II, no refund of course fees will be given. Final determination of any such request will be at the discretion of the Head of Secondary School.

Fee Collection Policy

Where particular circumstances arise that prevent timely payment of your account, please contact the School’s Business Manager to make an appointment to discuss alternative arrangements.

The following policy applies to accounts where satisfactory alternative arrangements have not been negotiated with the School.

1. In the event that payment has not been made within seven (7) calendar days following the due date, the School will send a reminder SMS to the parent/caregiver(s) requesting payment.

2. Where an account reaches fourteen (14) calendar days overdue, the School will send written communication to the parent/caregiver(s) requesting prompt payment.

3. Where an account reaches thirty (30) calendar days overdue, the School will send further written communication to the parent/caregiver(s) requesting prompt payment and an administration charge of $50.00 will be applied to the overdue account.

4. Where no action has been taken to settle the overdue account and payment in full has not been received, written communication from the Business Manager will be issued with notice that the account must be settled within forty eight (48) hours. Failure to settle the account, or negotiate alternative arrangements, within the designated time period will lead to the outstanding debt being referred to the School’s debt collection agency.

5. Where fees and charges are outstanding for more than thirty (30) calendar days, the School reserves the right to apply any refundable bond (if applicable) held on behalf of the family, to the family account in reduction of the outstanding balance.

6. Where fees and charges are outstanding for more than thirty (30) calendar days, student participation in any optional activity, event, program or tour may be restricted at the discretion of the Principal, until such time as your account has been paid in full.

7. Where an outstanding debt is referred to the School’s debt collection agency, all legal expenses and costs associated with the collection of the outstanding debt incurred by the School will be charged to the family’s tuition fee account. The School further reserves the right to reverse fee rebates, concessions, scholarships and bursaries as well as withdraw the enrolment of student(s) should the account remain unpaid.