



Enrolment Fees

Application Fee	\$135	Payable when lodging the <i>Application for Enrolment</i> 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 <i>Offer of Enrolment</i> . 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

Billed School Tuition Fees			
Year Group	Per Annum	Per Term ¹	Per Week ²
Kindergarten to Year 6	\$6064	\$1516	\$116.62
Year 7 and 8	\$7076	\$1769	\$136.08
Year 9 and 10	\$8244	\$2061	\$158.54
Year 11 and 12	\$8592	\$2148	\$165.23

Subject and Elective Course Fees			
Elective	Yr 9 /10	Yr 11	Yr 12
Textiles & Design	\$75	\$100	\$100
Design & Technology	\$100	\$100	\$100
Food Technology (Year 9 only)	\$125	-	-
Visual Arts	\$75	\$100	\$100
VET - Construction	\$200	\$625	\$625
VET - Hospitality	-	\$625	\$625
VET - Entertainment	-	\$250	-
Dance	\$50	\$100	\$100
Drama	\$50	\$100	\$100
Music	\$50	\$100	\$100

Camp, Activity and Resource (CAR) Fee	
Year Group	Per Annum
Kindergarten	\$220
Year 1	\$365
Year 2	\$390
Year 3	\$653
Year 4	\$620
Year 5	\$680
Year 6	\$970
Year 7	\$640
Year 8	\$700
Year 9	\$640
Year 10	\$430
Year 11	\$645
Year 12	\$460

Sibling Discounts ³	
Second Child	20% discount
Third Child	30% discount
Fourth and Subsequent Children	40% discount

¹ Calculated over four school terms per year and does not include any additional discounts.

² Calculated over 52 weeks of the year and does not include any additional discounts.

³ A concession in Tuition Fees is applicable where two or more members of the immediate family attend the School at the same time. The sibling discount applies to subsequent children enrolled in the same or lower year, irrespective of when the child started at this School or their actual age.

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.

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.



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 will not be stopped unless a written or emailed request is received. St Columba Anglican School will give you at least fourteen (14) days notice in writing if there are any changes to the details of your debit. Please refer to attached Direct Debit Request Service Agreement.

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.columbacottage.com.au

Building Fund Voluntary Contributions

Future development of St Columba Anglican School relies to 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 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 bookpacs, 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.



St Columba Anglican School
3 Iona Avenue, Port Macquarie NSW 2444

For Enrolment Enquiries:
T: 02 6581 4188 | E: enrolments@scas.nsw.edu.au

For Account Enquiries:
T: 02 6581 4188 | E: accounts@scas.nsw.edu.au

www.scas.nsw.edu.au



Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with St Columba Anglican School. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

<p>Definitions</p>	<p>account means the account held at <i>your financial institution</i> from which we are authorised to arrange for funds to be debited. agreement means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>. banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia. debit day means the day that payment by <i>you</i> to <i>us</i> is due. debit payment means a particular transaction where a debit is made. direct debit request means the Direct Debit Request between <i>us</i> and <i>you</i>. us or we means St Columba Anglican School (314011 the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>. you means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>. your financial institution means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
<p>1. Debiting your account</p>	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 We will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p>or</p> <p>We will only arrange for funds to be debited from <i>your account</i> if we have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, we may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
<p>2. Amendments by us</p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen (14) days written notice.</p>
<p>3. Amendments by you</p>	<p>3.1 <i>You</i> may change[*], stop or defer a <i>debit payment</i>, or terminate this <i>agreement</i> by providing <i>us</i> with at least seven (7) days notification by:</p> <ul style="list-style-type: none"> • writing to: St Columba Anglican School, PO Box 5358, PORT MACQUARIE NSW 2444 • by emailing <i>us</i> at accounts@scas.nsw.edu.au; • by arranging it through <i>your financial institution</i>, which is required to act promptly on <i>your</i> instructions. <p>[*]Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising us of your new bank account details. It is preferable to advise us directly, to avoid possible extra fees for returned debits where we have not been advised in time.</p>
<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your account</i> to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ol style="list-style-type: none"> a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i> together with a DDR Return fee of \$15.00; and c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>
<p>5. Dispute</p>	<p>5.1 If <i>you</i> believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify <i>us</i> directly on (02) 6581 4188 and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly. Alternatively <i>you</i> can take it up directly with <i>your financial institution</i>.</p> <p>5.2 If <i>we</i> conclude as a result of <i>our</i> investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. <i>We</i> will also notify <i>you</i> in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of <i>our</i> investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
<p>6. Accounts</p>	<p>6.1 <i>You</i> should check:</p> <ol style="list-style-type: none"> a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i> together with a DDR Return fee of \$15.00; and c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.
<p>7. Confidentiality</p>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <ol style="list-style-type: none"> a) to the extent specifically required by law; or b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
<p>8. Notice</p>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to:</p> <p style="padding-left: 40px;">St Columba Anglican School PO Box 5358 3 Iona Avenue, Port Macquarie NSW 2444</p> <p>Or email accounts@scas.nsw.edu.au</p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking day</i> after posting.</p>