



St Gregory's College Campbelltown - Senior School 2021 Fee Policy and Charges

Fee Policy

Parents and carers who enrol a student at St Gregory's College Campbelltown Senior School (The College) are responsible for meeting all fees charged by The College during the term of that enrolment within the timeframes requested. In order for a student to progress to the next year level at The College, the annual fees must be paid in full by 30 November each year.

Fees Payable Before Enrolment

Application and Enrolment Fee

A **\$50** non-refundable fee is paid for each student's enrolment application via our online enrolment portal.

Confirmation of Enrolment Fee

A **\$500** non-refundable fee is payable for each new student to confirm their enrolment at the College. This amount is not deducted off the first year's fees.

Fees Payable After Enrolment

Tuition Fees

The College charges an inclusive Tuition Fee which covers the majority of known activities. This fee is invoiced in January each year and is paid through The College's Sentral Pay Portal. The 2021 fees and indicative instalment amounts are:

Tuition & Laptop	Annual Fees	Weekly (43)	Fortnightly (21)	Monthly (10)
7 & 8	\$8,921	\$208	\$425	\$892
9 & 10	\$9,096	\$212	\$433	\$910
11 & 12	\$9,920	\$231	\$473	\$992

The above fees include a **\$320** Laptop Levy for a device provided under The College's Laptop program and a Compulsory Year 7 Stationery Pack.

Boarding Fees (including Tuition Fees)

The College charges Boarding Fees which include the Tuition Fees and the majority of known activities. These fees are invoiced in January each year and have the same payment policies and arrangements as the normal Tuition Fees. The annual Boarding Fees (including Tuition Fees) for 2021 are on the following table:

Boarding Fees (including Tuition Fees) *continued*

Year Level	Full Time (7 Days)	Weekly (5 Days)*	Weekly (4 Days)*
7 & 8	\$33,988	\$26,841	\$23,216
9 & 10	\$34,163	\$27,016	\$23,390
11 & 12	\$34,986	\$27,839	\$24,214

*Weekly 5 day is Sunday night to Friday Lunch

*Weekly 4 day is Sunday night to Thursday Lunch

Extended Day and Casual Day Boarding

Extended Day	Includes afternoon tea, dinner and supervised study to 8pm	\$40*
Casual Full Day	Includes afternoon tea, dinner, supervised study, overnight stay, breakfast, morning tea and lunch	\$90*

*This is per day and does not include other recreational activities or things such as laundry services that are in the full Boarding Fees. Other conditions apply.

Sibling Discounts

Where siblings attend The College at the same time, the eldest student will be charged the full Tuition Fees or Boarding Fees.

Sibling Discounts for Day Students

The following siblings discounts apply to Day Students and are based on the full Tuition Fees, less the Laptop Levy:

Year Level	Second Student 10%	Third Student 25%	Fourth Student 50%
7 & 8	\$860	\$2,150	\$4,301
9 & 10	\$878	\$2,194	\$4,388
11 & 12	\$960	\$2,400	\$4,800

Sibling Discounts for Boarding Students

The following siblings discounts apply to Full-Time Boarding Students and are based on the Full Boarding Fees (including Tuition Fees), less the Laptop Levy and the food portion of the Boarding Fee component:

Year Level	Second Student 10%	Third Student 25%	Fourth Student 50%
7 & 8	\$2,498	\$6,245	\$12,490
9 & 10	\$2,515	\$6,289	\$12,577
11 & 12	\$2,598	\$6,494	\$12,989

Similar discounts apply to both 5 Day and 4 Day Weekly Boarding students on a pro-rata basis.

Fee Inclusions

- Tuition fees include the following: compulsory subject charges; compulsory camps, incursions and excursions; book hire; sport transport; use of the College's sport facilities; College Yearbook and calendar; student diaries and workbooks; student ID cards; Year 7 and 8 art packs; Student Accident Insurance, Department of Education testing; and academic competitions.
- Boarding fees cover the above mentioned tuition fees, accommodation and meals, laundry and general entertainment costs.
- Unfortunately, no refunds can be provided where students do not attend scheduled activities as the event provider would have been paid by the College based on relevant form or class numbers.

Pathways Program

For students participating in the Pathways program where Year 12 is attended over two years, 75% of the Year 12 Tuition fee in that year will be charged for both periods.

School Based Apprenticeships

Where students in Years 11 or 12 participate in a School Based Apprenticeship, the full Tuition fee for that year group still applies.

Student Laptop Program and Levy

All Year 7 and 10 students receive a new laptop device as part of the College's 1:1 program and are charged an annual Laptop Levy for this device over a period of three years. This charge is included in the above mentioned Tuition Fees but will appear as a separate line on the January fee account.

Whilst the College will subsidise a portion of the overall Laptop cost to assist families, it is recommended families arrange their own insurance for the loss or theft of the device as these events are not covered under the College's policies. Should this occur, the College will need to charge the family both the remaining Levies on the original device and another full Levy for the replacement Laptop issued by the ICT Department.

Students leaving the College at the conclusion of Years 9 and 12 will retain the Laptop where their account has been paid in full and they have been charged the Levy for the three-year period. If a student leaves before the end of the three-year period, families must ensure the Laptop and all supplied accessories are returned to the Registrar in good working condition. Should this not occur, the family will be recharged for any missing or damaged item on their final fee account.

These returned devices will be reissued to students who commence at the College after Years 7 or 10. Families also have the option of purchasing the Laptop by contacting

the Director of Business Operations on (02) 4629 4226 or by email at bschick@stgregs.nsw.edu.au. The buy-out amount will be the subsidised cost of the device less any Levies already paid. A GST component will be included if the buy-out value is more than 75% of the original cost.

All laptop faults or damage must be reported to the ICT Department immediately as the laptop carries both the Manufacturer's Warranty and Accidental Damage Protection for a period of three years. This includes repairs or replacement for hardware failure whilst the accidental damage policy has a \$60.50 excess with a limit of one claim per year which will be recharged to the student's fee account. Deliberate physical damage or unauthorised modification to the device will void these policies and the family will be recharged the full cost to repair the device. If a student also damages a Laptop from the ICT Department's spare fleet whilst waiting for their original device to be returned, the family will be recharged the full cost to repair or replace that spare device.

Other Charges

Whilst the Tuition and Boarding fees cover the majority of known school activities, other recharges may appear on the fee accounts such as (but not limited to) the following:

- Any replacements to the compulsory Year 7 stationery pack items.
- Extended Day and Casual Full Day Boarding.
- Subject fees for the following electives: Technologies, Visual Arts, Agriculture and Music. Details of this will be provided in the Year 9 and Year 11 Subject Selection Handbooks.
- Year 12 families will be charged for attending the Formal and associated graduation events. When actual attendance is finalised with the Year Co-ordinator in Term 3, the charge will appear on the fee account.
- The cost of attending voluntary or extracurricular events such as: Marist Cricket and Basketball Championships; Combined Catholic Colleges sporting events; Agricultural Shows; Band Tutoring; the Year 10 Tall Ships, Tasmanian Overland Walk and Murrumbidgee Canoe trip (the recharge for these last three events is the difference between the event cost and the cost of attending the Year 10 camp).
- For students participating in TAFE courses, a charge will be incurred to cover the gap between the TAFE invoice and the State Government funding provided for these programs. This charge may exceed 50% of the fee charged by TAFE, depending on the level of funding provided. Where a nominated course is self-funded, the full TAFE cost will be recharged to the family. As this fee is charged by an external provider it is not refundable if the student does not complete the course or leaves the College.
- A charge for damaging or not returning textbooks to the Book Hire Office. If textbooks are not returned directly to the Book Hire Office by the date advised by

email, no credit can subsequently be issued for a late return as the College would have incurred the cost of replacing the missing copy. This also applies to Year 7 to 10 students returning all History and Geography, Visual Arts and Music books at the conclusion of the semester the courses are studied.

- A charge for damaging College property (including Library books), whether accidental or deliberate.
- Taxi charges paid by the College to transport students to various locations.
- The cost of medicines provided to boarding students through the College Health Centre or ordered through the local chemist.
- All boarding student travel requested to a destination other than the student's home address will be charged by NSW Transport to the College and then recharged to the family's fee account.
- The cost of replacing damaged or lost laundry bags, student ID cards, bus priority pass cards, student diaries and replacement starter and art pack equipment available from the Book Hire Office.
- Students using College designed training gear in senior Rugby League, Football, AFL, Cricket and Swimming teams.

The above charges are due for payment within 14 days of them being placed on your account.

- Although not appearing on the fee account, students attending certain events for Thursday Sport will need to pay the venue entry or coaching fee in cash each week. These include Tennis Coaching, Golf, Ten Pin Bowling, Indoor Soccer, Roller Skating, Indoor Cricket, Fitness Centres and Taekwondo.
- Although not appearing on the fee account, students participating in overseas travel events such as the Immersions, Western Front or Vietnam History Tour, will receive a separate Tax Invoice with a specific payment date.

Fee Payment Process

Tuition fees and other levies are billed annually and appear on the January fee account that is placed in the Sentral Portal and emailed to families prior to Term 1 commencing.

It is a condition of enrolment at The College that all fees are paid by Direct Debit or Credit Card.



In 2021 The College will be introducing Sentral Pay and Parents or Carers are required to use the payment link provided on their fee statement to log into Sentral Pay to set up a payment schedule which will see the account paid in full by 30 November each year. Payment schedules can be weekly, fortnightly or monthly, but any payment schedule that is set up must ensure that at least 25% of the total fees for the year are paid each Term.

Where a fee instalment has declined, families will be contacted by the Finance Office. Whilst families are welcome to make up this payment by a one-off Bpay transfer (Bpay details appear on the fee invoice for this reason), the primary instalments must continue to be made by Direct Debit or Credit Card.

It is each family's responsibility to ensure funds are available in their nominated bank accounts on the dates that they have scheduled in Sentral Pay to prevent payment declines occurring.

For any further questions on fees and payments, families are to contact the Accounts Receivable Officer on (02) 4629 4112 between 8am and 4pm weekdays or by email on ar@stgregs.nsw.edu.au

External School Fee Finance Providers

The College does allow the use of external school fee finance providers such as Edstart who are an approved provider.

Edstart are able to provide families with longer payment terms than the College is able to provide. For example Edstart have a product called Edstart Extend which allows approved applicants to spread their payments out up to 5 years after their youngest child has finished their schooling.

Families should always seek their own financial advice before using an external school fee finance provider and this mention of Edstart is not a recommendation, it is simply a referral. For families wishing to use Edstart Extend the College will subsidise 50% of Edstart's annual service charge e.g. 1.5%.

To find out more about Edstart you can visit:

<https://edstart.com.au/stgregs>

or call them on 1300 139 445



Tax Deductible Donations to the Foundation Building Fund

The College Foundation plays a vital role in raising funds for major capital works for the College.

While payments to the Foundation Building Fund are voluntary, parents and carers are encouraged to pay a minimum annual contribution of **\$750 per family**. Contributions towards the Building Fund that are over and above this amount are encouraged and appreciated.

Contributions to the Foundation Building Fund are not deemed a substitute for paying College fees. Full payment of College fees remains one of the requirements for the student to progress to the next year level. Donations to the Foundation are managed by the Foundation Office.

Split Accounts

Please note that while the College will facilitate a split of accounts e.g. 50/50, all Enrolment signatories are jointly and severally liable for the payment of fees. This means that all enrolment signatories are equally responsible for the payment of 100% of the total amount owing on all college fee accounts for their student and not just "their" proportion of it. It is not the College's responsibility to mediate between the different parties who are paying the fees and the non-payment of fees by any one party can place the student's ongoing enrolment in jeopardy.

Overdue Accounts

All accounts will be actively monitored and pursued by The College. It is critical that fees are paid by all families in the designated timeframe as this is a primary source of income for The College. Without the on time payment of fees The College would not be able to meet its own financial commitments. If a family's financial circumstances change significantly and fee payment becomes an issue, they are to contact the Accounts Receivable Officer on (02) 4629 4112 or ar@stgregs.nsw.edu.au immediately.

It is unreasonable and unjust to other families if fee accounts are ignored or no attempt is made to comply promptly with the collection procedures. If this occurs or there is an inadequate or discourteous response to queries by the Finance Office, the account will be referred to the Principal and the student's enrolment at The College may be reviewed. The College also reserves the right to charge interest on late fees where families have not contacted the Finance Office to advise that payment issues exist and the account is in arrears.

If a family is seeking a payment plan due to significant changes in their financial circumstances, The College reserves the right to request financial documentation such as tax returns, payslips and Centrelink statements in order to assess the family's capacity to meet fees. If a family fails to fulfil their commitments under an established payment plan, the account will be referred to the Principal and the student's enrolment at The College may be reviewed.

The College considers that the legal commitment for fees rests with the person or persons who have signed the student's Enrolment Application Form, Confirmation of Enrolment and whose name(s) appear on the fee account itself. All parties who have signed the Enrolment Application Form are jointly and severally liable for the College fees. If a family arranges for a third party to pay the fees, it is the family's responsibility to ensure that the payment actually occurs. The College will not enter into any correspondence with third parties for fee collection. All fee issues will be directed to the person or persons who signed the student's Enrolment Application Form.

If necessary, The College will refer outstanding accounts to a Debt Collection Agency for further action. This will

involve passing the Agency the family's contact details, their fee payment history and a copy of their enrolment declaration. The family will be contacted in writing to advise that this action is pending and will be provided with further opportunity to resolve any issues. All costs associated with the recovery of these fees will be passed onto the family concerned.

Withdrawal of a Student

If a family intends to withdraw a student from The College, they must contact the Registrar on (02) 4629 4269 or by email on registrar@stgregs.nsw.edu.au to advise both the date the student will be finishing and where they will be continuing their education.

From 1 January 2021 the College will be implementing the standard practice in most private schools of requiring one full term's written notification to be provided prior to the withdrawal of a student. This will also apply to students withdrawing at the end of the year, except for Year 12, and written notice of the intention to withdraw the student at the end of the year must be provided by the end of Term 3.

Students applying for apprenticeships will still be expected to provide one full term's notice of their intention to leave the College and this notice can be withdrawn if their apprenticeship does not go ahead. Where insufficient notification is given, the equivalent of one term's tuition fees will be payable in lieu of notice. For students leaving at the end of a year, the one term's fees in lieu of notice will be based on the following year's tuition fees for the year level they would have progressed into. This amount is a genuine and fair estimate by the College of the loss that it would suffer as a consequence of insufficient notice of termination of the student's enrolment.

Where a student is withdrawn during the year, provided that the family have given one full term's written notice, the portion of the annual fee charged for the period between the student's final day and the end of The College calendar year will be refunded to the family. The family will be charged a \$100 Withdrawal Administration Fee and The College would then seek any remaining fee balance to be paid within one month of the student's last day so that the account can be finalised and closed.

