Enrolment Package
School Fees & Charges Information

Introduction

Tuition and Composite Fees are the primary discretionary source of income for the School, and they are determined annually by the School Board, in consultation with the Finance Committee.

School fees are set with due regard for the nature of the school community, appropriate resourcing and equity considerations, and consistent with other recommendations as determined by Catholic Education SA.

Our fee processes and policies are to be just, respectful, compassionate and transparent.

The payment of fees is a responsibility and commitment by families, and ensures the School maintains quality education and resources for the benefit of the students.

Payment of accounts may be made by cash, cheque, EFTPOS, BPay, direct debit from bank or credit card accounts, or direct payments to St Francis Xavier's bank account. The School Office is open for payments between the hours of 8am and 4pm. St Francis Xavier's offers instalment payment plans, and all relevant paperwork is enclosed with your fee package.

2015 Fees & Charges Schedule

<table>
<thead>
<tr>
<th></th>
<th>1 Child</th>
<th>2 Children</th>
<th>3 Children</th>
<th>4 Children</th>
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<tr>
<td>Tuition</td>
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<td>Excursion Levy</td>
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<td>ICT Levy</td>
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<td>Resource Levy</td>
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<tr>
<td>Building Maintenance Levy</td>
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<td>$320.00</td>
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<tr>
<td>Parent Community Levy</td>
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<tr>
<td>Diocesan Levy</td>
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<td>Sibling Discount</td>
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<td>-$3349.00</td>
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</table>
Additional Charges

Camps are conducted in Years 4 & 5 biannually, and Years 6 & 7 annually. Fees vary each year and families are invoiced separately to school fee accounts.

*Please note additional charges are not included in direct debit and credit card payment plans. If you require additional charges to be included into payment plans please contact the finance office on 8251 9500.*

Musical Instrument Hire

Should your child participate in private music tuition through the school, musical instruments are hired from Size Music. St Francis Xavier's will invoice students for the hire of the instrument, and **payment is required within 14 days.**

Enrolment Application Fee

A (non-refundable) $50 Application Fee for all new student enrolments is payable when submitting an Enrolment Form.

Acceptance Fee

A (non-refundable) $50 Acceptance Fee is payable upon return of your Enrolment Contract to secure a position at St Francis Xavier's. **This amount is credited to your child's first term's fees.**

Full Payment Discount

A 5% discount on the **Net Tuition Fee (Tuition Fee less Sibling Discount)** will apply if the total School Fees and Charges are paid in full by dates that are set annually by the Finance Department.

Overdue Accounts & Late Fee

**All fee accounts are due and payable 30 days from the statement date,** unless prior arrangements have been made to make payments by instalments or other means.

In the event that you are unable to pay school fees prior to the due date, please notify the school immediately. Failure to do so will result in a $20.00 penalty being applied to your account.

Families who fall behind in the payment of fees are urged to contact the school as a matter of urgency to discuss payment options. Overdue statements will be forwarded during the year with reminders as are necessary.
Payment by Instalment

Instalments can be made on a termly, monthly, fortnightly or weekly basis by either cash, cheque, EFTPOS, BPay, direct debit from bank or credit card accounts, or direct payments to St Francis Xavier's bank account.

An Agreement to Pay School Fees by Instalment form is enclosed together with other relevant forms in the fees package that is distributed annually. These forms must be completed and returned to the school for assessment and processing by the dates as specified by the Finance Department.

Families Experiencing Financial Difficulty

The School Card Scheme is administered by the South Australian Department of Education and Child Development (DECD). It is an income means tested scheme providing assistance for low income families towards the cost of education expenses. Application forms are available from the School Office. For eligible families, St Francis Xavier's applies a 40% discount on the Net Tuition Fee.

A Fee Remission in addition to the above is available to families who are experiencing extreme financial difficulty. Applications for Fee Remission are available from the School Office, and are assessed by the Finance Committee.

Families who are experiencing difficulty in meeting their financial liability are asked to contact the school immediately to discuss the situation. All discussions and ensuing arrangements are treated in the strictest confidence.

Split Family Accounts

It is the legal responsibility of the signatories on the Enrolment Form to pay all school fees. Where possible, parents are asked to make their own arrangements regarding payment of accounts if they live at separate addresses. Should split accounts be required, contact will need to be made with our Finance Department to complete the applicable forms.

Absence Due to Holidays

Fees shall not be reduced for a student due to holidays (intrastate, interstate or overseas) during a school term.

Absence Due to Employment of a Parent Interstate or Overseas

Where a child is absent due to parental employment overseas or interstate, the fees charged while the student is in attendance will be the full fee divided by the number of school weeks (ie 40), multiplied by number of weeks in attendance for that year.
Withdrawal of a Student

One full term's notice of your intention to withdraw a student from the school is required in writing, to the Principal. Where this is not adhered to, the school reserves the right to charge a full term's school fees. Extraordinary circumstances will be taken into account.

Parents Responsibilities

Parents have a responsibility to the rest of the school community to:

- Pay their fees as determined by school policy.
- Be honest in dealings with the school.
- Respect the circumstances of other parents within the school community.

The school undertakes the implementation of the Fees Policy as recommended by the South Australian Commission for Catholic Schools.