



OUR LADY'S COLLEGE ANNERLEY

College Fees and Collections Policy & Procedures

The fees and levies paid to Our Lady's College provide essential resources for the education of all students. They allow the college to:

- Provide teaching, administrative and ground staff;
- Provide essential resources, materials, facilities and equipment;
- Maintain buildings, grounds and other facilities.

Enrolment Fees:

A non-refundable enrolment application fee of \$110.00 (including GST) is payable when an application form is lodged.

At the time of acceptance of an enrolment offer, a non-refundable Confirmation of Enrolment Fee of \$500.00 is required. No GST applies to this fee.

Issuing of Accounts:

Tuition Fees and Levies will be invoiced annually in Term 1 (pro-rated for those starting throughout the year). The fees will be due in four (4) equal instalments in advance over the four terms of the year and are payable within 14 days of the statement date.

The family fee statement will be itemised to show the amount charged by each fee and levy type. The account, where written consent is supplied, can be split between several persons who may be responsible for the payment of the account.

Withdrawal of a Student:

Parents wishing to withdraw their child's enrolment are required to provide written notification to the Principal no later than one full term prior to the date of departure. The full amount owing on the current statement, along with any previous balance, must be paid. There is no pro-rata discount for the current term.

Payment Difficulties:

If you are having trouble paying your account, please contact the Business Manager as soon as possible. Arrangements can then be made to assist you to meet your commitment.

Concessions:

In case of financial hardship, Parents/Caregivers are invited to apply for a concession for the consideration of the College. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. **Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each new school year.**

Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all cashflows into consideration including but not limited to, wages, Family/Stay at Home Allowance, Child Support Payments. Any change to your circumstances should be advised to the Business Manager within 14 days of the change.

Overdue Accounts:

Parents who have unpaid invoices at the due date will be sent a reminder statement. All outstanding statements are followed up with parents by our Fee Administrator. Where accounts remain outstanding and a payment plan has not been mutually agreed, the College may instigate other activities to recover the outstanding amount. It is unreasonable and unjust to other families to ignore fee statements or to fail to contact the College when problems affecting payment arise.

Monitor Accounts:

The College uses Monitor as its third-party payment provider (Online shop and College Bus). Upon students leaving the College, all amounts in the family Monitor account will be transferred to any outstanding fees owing to the College.

Family Tuition Fees and Levies:

The College offers a reduction for the Tuition Fees for families with two (2) or more students enrolled at the College. A Second Child tuition fee will be charged at 60% of the First Child fee, the Third Child at 40% of the First Child fee, the Fourth Child at 20% of the First Child fee and for additional children, there will be no Tuition fee payable. In addition to the Family Fee, for each Year 11 and 12 students, an additional Tuition Fee of \$225.00 per year is payable. The Capital Levy and Parents and Friends Association Levy are also applied on a per family basis. The College and Technology Levy are applied on a per student basis.

College Extra-Curricular Activities & Miscellaneous Charges:

Extra charges will be due and payable for all extra-curricular activities such as CaSSSa sports, Debating, Band, Choir, Dance and external VET certificate courses. These charges will be added each term to your statement. Other purchases e.g. Yr 12 Formal ticket will be payable via the on-line monitor store.

General Fee & Levy Information

Tuition Fees and College Levies cover the costs of all curricular activities and include the cost of all consumables, activities and excursions for each subject in which the student is enrolled. The levy covers all expenses associated with co-curricular activities, administration, library and other resources. This includes all camps, retreats and end of year activities.

The Technology Levy meets the cost of all general technology including but not limited to the provision and sustainment of hardware, software, wireless communications, fibre-optic cabling, site licences, maintenance, insurance, backup and recovery services.

The Capital Levy is a contribution towards the ongoing provision and maintenance of the buildings and ground enhancements. The Capital Levy is not a voluntary donation therefore does not qualify as a tax deduction.

The Parent Engagement Group (P.E.G.) Levy supports parental engagement at the college through several events as well as helping fund equipment and resources that benefit all students.

College Scholarship

Scholarship Opportunity:

Academic Scholarships are awarded to students in Years 7 who have demonstrated high academic potential.

- Academic Scholarship applicants are required to sit the ACER Scholarship Test.
- Scholarships will be determined based on the results of the ACER test, school results and an interview with College Leadership.

Scholarship Eligibility and Expectations:

To be eligible for a Scholarship at Our Lady's College, all prospective families must take the following into consideration.

- Prospective applicants must complete the Scholarship Application form and pay the ACER test fee.
- All scholarship recipients are expected to contribute to the life and culture of the College including involvement in co-curricular activities, and demonstration the qualities compatible with the values and ethos of the College.
- Scholarship recipients need to demonstrate ongoing academic success for the three years covered by the scholarship.
- Assistance is provided on the understanding of the obligation of strict confidentiality on both the family and the College Scholarship Committee.
- Scholarships are applied to tuition fees only.

Eric Joseph & Kathleen Anne Barbach Bursary

The Eric & Kathleen Anne Barbach Bursary is awarded to one or more students in Year 8, achieving excellence in their studies. The bursary is an endowment established by the late Kathleen Anne Barbach. It assists with the cost of tuition fees for one year.

*****Voluntary Annual Tax-Deductible Contribution to Our Lady's College Building Fund***:**

The Building Fund aims to provide important financial support for major capital infrastructure projects as well as the ongoing facility renovation programme within the College. A suggested annual contribution of \$320 to the Building Fund will be displayed on the Statement (\$80 per term). As a voluntary, tax-deductible donation, families can elect to include this amount in their payment plans schedule, modify the amount, or remove it altogether.

Further Information:

If you require further information, please feel welcome to contact the College Business Manager on 3426 8000 during business hours.