



Salesian College

SUNBURY

2019

SCHEDULE OF TUITION FEES, LEVIES AND CHARGES

The Tuition Fees, Levies and Charges are designed to provide affordable family-friendly Catholic education during the student's life at Salesian College Sunbury.

COLLEGE FEES – 2019

Tuition Fee	\$6,400	Years 7 to 12
Application Fee	\$100	Non refundable
Confirmation of Offer Fee	\$500	Per student. This will be offset against the following years fees. Non-Refundable.
Re-enrolment Fee	\$500	Per student. This will be offset against the following years fees. Non-Refundable.
ICT Levy	\$450	Per student
Building Levy	\$500	Per family
Discount – second student	10%	On Tuition Fee
Discount – third or more students	20%	On Tuition Fee
Overdue account charges	\$50	Per payment due date
VCAL Discount	20%	On Tuition Fee. Year 11 and 12 only
Credit card surcharge	1.00%	Per payment
Rejected direct debit/credit card	\$15	Per payment
College Bus – Zone 1	\$850 \$950	With Conveyance Allowance, per student Without Conveyance Allowance, per student
College Bus – Zone 2	\$950 \$1,050	With Conveyance Allowance, per student Without Conveyance Allowance, per student
College Bus – Zone 3	\$1,000 \$1,150	With Conveyance Allowance, per student Without Conveyance Allowance, per student
Music – individual	\$290	Per term
Music – two student group	\$210	Per term, per student
Music – groups	\$160	Per term, per student, 3 or 4 student group

COLLEGE FEE METHODOLOGY

We understand that a private school education is a very big investment for most families and we thank you for considering Salesian College Sunbury (the College) for your children.

Our Tuition Fees are designed to be a singular education cost across all year levels. The College aims to provide affordable family-friendly Catholic education. Additional charges may be applied for costs specific to optional activities.

APPLICATIONS & ADMISSIONS

Application for entry into the College must be submitted on the College's *Application for Enrolment Form*, either in person, post or on the College's website. A non-refundable Application Fee is payable on lodgement. At this time the student's name will be registered as an Applicant for entry into the College.

ENROLMENT & RE-ENROLMENT

Enrolment applications are subject to the outcome of an interview conducted by the Principal or nominee.

Subject to the outcome of the College's interview process, Enrolment Policy and place availability, a formal offer of a place will be made. At this time parents are required to sign and return the *Enrolment Acceptance Form* along with the *Confirmation of Offer Fee*. This non-refundable *Confirmation of Offer Fee* will be offset against the College Tuition Fee the following year.

During Term 4 each year parents and guardians are required to complete the *Application for Re-enrolment Student Confirmation Form* along with the associated re-enrolment payment by the due date. This non-refundable Re-enrolment Fee will be offset against the College Tuition Fee the following year.

TUITION FEE

The Tuition Fee is a singular fee across all year levels.

As an example, your Tuition Fee covers compulsory expenses such as:

- Camps
- Excursions
- Feast Days
- Sports and gym equipment
- Classroom resources
- Specialist subject materials and equipment

Pro rata tuition fee for students commencing during the school year may be considered.

ICT LEVY

All students incur an Information Communication Technology (ICT) Levy which covers usage of, but not limited to, wireless infrastructure for BYOL, digital learning, email, Schoolbox, software applications and licenses, data back-up, internet connections and ICT support. This per student levy is invoiced at the start of the school year.

OTHER LEVIES AND CHARGES

Students who undertake optional fee based activities will be invoiced separately to the College fee account. These activities include, but not limited to, the following:

- Kakadu and international trips
- Optional camps and trips
- Other optional events such as theatre visits and exhibits
- Duke of Edinburgh
- Great Victorian Bike Ride
- Music tuition
- Bus travel
- VET fees
- eBooks, software, apps, uniform items

These levies and charges are to be paid in full at the commencement of the term in which the activity occurs, unless a prior arrangement is approved.

Students of families who receive fee assistance or who are in arrears with their College fees are not permitted to participate in optional or non-compulsory camps, trips, programs or activities.

College fees are considered in arrears if unpaid balances have been brought forward from previous years and / or insufficient payments have been made toward current years tuition fees, levies and charges based on the number of school weeks that have already lapsed. Receipts are always applied to the most aged unpaid balances first.

Special consideration on an exception basis may be given on external VET courses upon written notice to the Principal. In some cases, it may be a requirement that payment is received in advance.

If an optional trip is cancelled, then the payments made to that trip are automatically credited to your College fee account unless specifically requested otherwise.

INSTRUMENTAL MUSIC

Instrumental music and voice lessons are provided on an individual, two student group or group basis. The Music Tuition Fee will be applied to your College fee account each term and will be required to be fully paid prior to the lessons commencing, unless an alternative arrangement is approved.

FEE LOCKING

Where a parent or guardian elects to pay multiple years in advance, the tuition fee, levies and charges shall remain capped at the base year level for the duration of the payment i.e. increases to fees will not apply, for example if a parent or guardian elects to pay 2020 tuition fees, levies and charges in advance, then the tuition fees, levies and charges shall remain set at the 2019 level until the conclusion of 2020 if full payment for the two years (2019 and 2020) is received by 28 February 2019.

BUILDING LEVY

This is a compulsory contribution per family for the year. The College's new buildings and ongoing capital development rely on this contribution being paid.

FAMILY DISCOUNT

For families with more than one student enrolled concurrently at the College, we offer the following student discounts:

- 10% on Tuition Fees for the second student concurrently enrolled full time
- 20% on Tuition Fees for the third or more students concurrently enrolled full time

TUITION FEES, LEVIES AND CHARGES PAID IN FULL

All payments must be paid in full by 28 February 2019 unless a payment plan is entered into with the College. Families are required to adhere to their signed payment plan referred to in the *Payment Plan Form*. All Tuition Fees, Levies and Charges are to be paid in full by the end of the year.

OVERDUE ACCOUNT CHARGES

The College will impose an overdue account charge of \$50 for each missed or late payment. This is to cover collection and administration costs associated with overdue accounts. Families will fully reimburse the College for all legal, debt collection and associated costs incurred in the recovery of overdue accounts.

VET/VCAL FEES

External VET courses do not form part of the Tuition Fee. Parents and guardians of students electing these courses will be invoiced for the full cost of the course but will receive as a rebate any government funding received by the College for that course. These external course fees are non-refundable.

All incidental internal and external VET course costs will be charged to families. These costs may include, but not limited to, uniform, first aid courses and equipment.

Students of families who receive fee assistance or who are in arrears with their College fees are not permitted to participate in external VET courses. Special consideration on an exception basis may be given on external VET courses upon written notice to the Principal. In some cases, it may be a requirement that payment is received in advance.

A 20% discount on the Tuition Fee will be provided as fee relief to all students undertaking a VCAL course in Years 11 and 12 only. No other College discounts will be applicable once this discount is applied.

As the VET course is run by a third party, the VET fee must be paid upfront before the student can be enrolled in the course. Any VET course fee issues are between the parent and the course provider, not with the College.

REFUND OF COLLEGE TUITION FEES ON TERMINATION OF ENROLMENT

If for any reason a student decides to leave our College, adequate notice is required. The College Registrar needs to be given one full terms notice, failure to do so will result in a term's tuition charge from the date of notification.

SCHOLARSHIPS

Limited scholarships are offered for students enrolled and entering Year 7. Scholarships recognise the areas of Academic, Sport, Community Service, Art and Agriculture. These scholarships cover Tuition Fees, Levies and Charges for Year 7 only.

FINANCIAL ASSISTANCE

Families who are in financial difficulty are encouraged to contact the Business Manager at schoolfees@scr.vic.edu.au.

PAYMENT OPTIONS

Tuition Fees, Levies and Charges are charged on a yearly basis and full payment is to be received by 28 February of the school year unless an alternate payment plan is arranged before this date. Alternate payment plan arrangements are weekly, fortnightly, monthly or four instalments.

Any additional charges are added to your College fee account at the time they are incurred.

The College accepts EFTPOS, cash, cheque, direct debit, VISA, MasterCard and Centrelink. Visa and MasterCard will incur a 1.00% surcharge on all transactions.

The College will impose an account charge of \$15 for every rejected/declined credit card/direct debit payment. This is to cover collection and administration costs associated with rejected/declined credit card/direct debit payments.

TRANSPORT ON COLLEGE BUS

An annual cost will apply to students travelling on a private College bus route. This non-refundable cost is charged annually. It will be pro-rata for students who commence during the year. Fees must be paid prior to commencing the bus travel, unless another payment arrangement is approved. For students who commence during the year, the charge is calculated from the week of commencement.

PRIVACY POLICY

The College is committed to using and managing personal information provided to or collected by it in an ethical manner and in accordance with the National Privacy Principles contained in the Commonwealth Privacy Act. The College Privacy Policy is available on request.

ATTENDANCE

Students returning to the College after school holidays must join their classes on the dates fixed for commencement. Students are not permitted to leave the College at the end of a term until the recognised closing date, except with prior permission of the Principal and under special circumstances.

ACCEPTANCE OF COLLEGE REGULATIONS

All persons signing the *Application for Enrolment Form* and *Enrolment Acceptance Form* are deemed to be jointly liable for all Tuition Fees, Levies and Charges payable to the College. This agreement applies regardless of any changes in the relationship between co-signatories, any child support arrangements or any private agreement with a third party regarding payment of Tuition Fees, Levies and Charges.

CHANGE OF ADDRESS

Please ensure that immediate written notification is given to the College in the event of any change to your business postal or residential addresses and/or contact telephone numbers and/or email to schoolfees@scr.vic.edu.au.

GOODS AND SERVICES TAX (GST)

GST is not charged on Tuition Fees, Levies and Charges and co-curricular costs. Other activities, however, may attract GST.