



2024 San Sisto College Fee Policy and Fee Schedule

As a Catholic school, San Sisto College is not fully funded by government grants. For this reason, the college sets the tuition fee annually to reflect current costs in the operation of the school. As a matter of justice to all members of the community, and not to adversely affect the delivery of curriculum and cocurricular activities, the college is obliged to ensure that fees are collected at the beginning of each term in a timely manner. Families are asked to note that all fee accounts must be up to date for a student's application to participate in overseas tours and immersion trips, to be considered and approved.

The fees and levies collected at San Sisto are used to provide a high quality of education for your daughter/s. They are used to:

- support the provision of high-quality teaching and learning.
- provide essential resources, materials, facilities, and equipment.
- maintain buildings, grounds, and other facilities.
- assist with activities such as excursions and visiting experts in their fields.

San Sisto College collects a *Special Levy – P&C* on behalf of the Parents & Friends Committee.

Accounts are issued within the first three weeks of each term. All college fees and levies are compulsory and are not tax deductible. The college statement will show the following:

Tuition Fees and Capital Levy are calculated on a family basis. The Capital Levy is used to maintain or provide new buildings and ground enhancements. As the Capital Levy is a compulsory charge, it is not tax deductible.

The **Special Levy – P&C** is charged on a per family basis to provide for special projects and student resources within the school. The Special Levy - P&C is charged quarterly with the full amount of \$200 being refunded after completion of 15 voluntary hours within the school e.g., Working Bees and Tuckshop. The Special Levy - P&C Service Record should be submitted to the college finance office for processing upon completion of the voluntary hours in the current school year. The refund will then be credited to the school fees account (EFT refund is only available if the annual school fee is paid in advance).

The **Annual Year Level Levy** is inclusive of all standard subjects and covers payment for items such as: Student Diary, Locker, College Magazine, ID card, Text Hire and Technology Levy (laptop and network expenses). These funds are also used to pay for some activities and resources used within the learning environment e.g., excursions, camps. Year Level levies for the full year are charged on the Term 1 account statement. **Note: Year Level Levies include Camp or Retreat if applicable (this is a curriculum activity which is non-refundable), Year 11 Levy includes one Semi Formal Ticket and Senior Hat, and Year 12 Levy includes Retreat, Formal Ticket (1), Graduation Tickets (3 tickets – student and two guests).**

VET/Certificate Subject Levies and Online learning subjects (Year 11 & Year 12) as well as Dance (Year 9 & Year 10) are an additional charge. Please note that it is at the discretion of the College to approve a refund when a student cancels enrolment part way through the year of these subjects.

Choir Levy and Ensemble Levy are charged in Term 2. The annual **Instrument Hire** charge of \$200 is charged by two instalments of \$100 (Term 2 and Term 3).

Cocurricular Activities such as tennis, swimming, basketball etc. will be applied to the fees statement during the term in which the activity is undertaken by the student. The fees for such activities will be communicated to parents via permission forms issued by the activity coordinator.

Unreturned Text Hire Charge

All students are accountable for any text hire/library material that is issued in their names. The cost of unreturned text/s will be applied to family fees statement, that still have outstanding texts, after reminder processes have been followed each term. Even if the text is subsequently returned the cost of the text charged to school fees will not be reversed.

Terms of Payment and Payment options

If paying per term, all accounts are due for payment **within 14 days of the date of issue** - the 'due date' is shown on the fees statement. If paying the annual fees by **Direct Debit payment**, payment is to be **finalised by 30 November**. Payment arrangements outside of these dates must be referred to the Finance Office. Families are asked to note that all fee accounts must be up to date for student's applications to participate in overseas tours and immersion trips to be considered and approved.

- **Per Term payment** (by the statement 'due date' of each Term's statement) or **Yearly in Advance** (by 'due date' of Term 1 statement) can be made by **Bpay** (Internet/phone banking) or **BPOINT** - Mastercard/Visa Card (via the Parent Portal, BCEConnect App or the 'Click here' link provided by separate email each term). These cashless payment options are also suitable for cocurricular activities, miscellaneous charges and top-ups.
- **Direct Debit payment (fortnightly or monthly)** is available for those families wanting to pay the annual school fees by **payment plan**. For your convenience, payment can be made using regular direct debit payments from your savings, cheque or credit card account at no additional cost. For families electing to use the direct debit option please complete the *Direct Debit or Credit Card Form* and use the 'Payment Calculator' link ([Ready Reckoner](#)) to assist calculate the payment amount and 'End Date'. Forms must be signed with a handwritten signature. Please ensure the account is paid in full by **30 November 2024**. The *Annual School Fee Calculator Form* assists in calculating the annual fees and levies for a single student or family of two or more. All **finance forms and the Ready Reckoner are available from the College website ([Enrolments tab/College Fees](#)) or Parent Portal ([Documents/Finance&Fees](#))**. Please note that **rejected Direct Debit payments will incur a \$2.50 processing fee**.

Discount for upfront/Yearly in Advance payment of fees and levies

Families who elect to pay the full year's fees and levies by the due date of the Term 1 school fees statement will receive a discount of **\$350 (single student), \$600 (two students) or \$800 (three or more students)** off the annual total, the discount will be processed on the Term 2 Account Statement. **Please use the Annual Fee Calculator form to calculate the annual fee and deduct the discount before making payment**. Please note that an annual statement cannot be issued by the Finance office.

Refund policy when leaving part way through the year

Written notice must be given one full term preceding the student's exit. A conversation to determine the reason for exit will be required. When a student does not resume her studies at the start of a term or when a student leaves part way through a term and confirmation departure from the College was not received in the preceding term, the full term's fees and levies will remain payable as per normal payment terms. Subsequent per term/s Year Level Levies however will be refunded. In the instance where school fees are in credit (after allowing for any fees forfeited for the cancelled enrolment) the credit balance will be refunded. No fees, however, will be refunded until the parent discusses the reason for exit and all resources (including text hire, laptop and accessories, and library books) are returned to the College **within 4 days of enrolment cancellation**. The unreturned resources will incur an additional charge if not returned within 4 days.

Overdue Accounts

It is easy to overlook an account in the rush of everyday life and for this reason we send an overdue account statement for accounts **that are unpaid fourteen (14) days after the due date**. If you are experiencing difficulty paying your account, please contact the College Finance Office as soon as possible to negotiate a payment plan. As fees and levies collected are used to benefit all students attending the College, it is imperative that the payment of accounts be kept up to date.

When an account remains unpaid for a period of 90 days or more and where families have failed to respond to communication from the College, consideration will be given to referring the unpaid account to a professional debt collection agency for recovery. This action is taken where there has been a persistent pattern of failure to meet obligations or to negotiate appropriate payment plans. Once accounts have been handed to the debt collection agency the matter passes out of the control of the College and all negotiations for payment must then be made with the debt collection agency.

Special concessions (see below) are available for families experiencing financial difficulty. If you require further information, please contact the College Finance Office.

Concessions

The College is committed to providing a Catholic education to all Catholic children. In cases of financial hardship, the College will consider offering a concession on the Tuition and Capital levies. Concessions on fees are not ongoing, and applications must be resubmitted at the commencement of each school year. Concessions cannot be applied retrospectively.

Concessions are means tested in line with Federal Government guidelines. The assessment process takes all income into consideration including wages, youth allowance, all other Centrelink payments, as well as housing costs (for example rent/mortgage). Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. The College's offer of concession is dependent upon the account being kept up to date and therefore a Direct Debit payment authority must be in place. If family circumstances change the college Finance Office must be notified immediately.

2024 SAN SISTO COLLEGE FEE SCHEDULE

This Schedule was prepared for January 2024. Please note the Per Term amounts are calculated by dividing the Per Annum amounts by four.

	Per Term	Per Annum	Comments
Tuition Years 7—12	\$ 880	\$3,520	Single student
	\$1,405	\$5,620	Family rate - 2 students
	\$1,755	\$7,020	Family rate - 3 students
	\$1,930	\$7,720	Family rate – 4 students
Senior Levy	\$ 55	\$ 220	Per Year 11 and Year 12 student
Capital Levy	\$ 215	\$ 860	Per family
Special Levy - P&C	\$ 50	\$ 200	Per family - \$200 refundable after completion of 15 voluntary hours.
Year Level Levy (charged in Term 1) Year 7 Year 8 Year 9 Year 10 Year 11 (includes one Semi Formal Ticket) Year 12 (includes one Formal Ticket and 3 Graduation Tickets – student + 2 guests)		\$2,625 \$2,515 \$2,140 \$2,430 \$2,515 \$2,785	Year Level Levies include: Camp/retreat, Laptop and network maintenance, Locker hire, College Magazine, ID card, Text hire, Excursions/Incursions & wellbeing programs Year Level Levies do not include: Dance subject (Year 9 & Year 10), VET subjects and online subjects (Year 11 & Year 12), Cocurricular Sport Choir Levy & Ensemble Levy, Instrument Hire charges & Music Camp
Online Subjects		\$ 700	Available for Year 11 and 12 students only. Please refer to your curriculum advisor for full list of subjects
VET/Certificate Subjects (charged in Term 1 includes Work Placements) Year 11 Cert II Health Support Services (If not eligible for VETIS funding) Year 11 - Cert III Business Year 12 Cert III Health Service Assistance Year 12 Cert III Community Services Invoiced directly by RTO provider. Yr 11 Cert IV School Based Education Support – Adapt Education Yr 11 Cert IV Justice Studies - Unity College Yr 11 Diploma of Business – Barrington College		\$1,500 \$265 \$500 \$500	Senior VET/Certificate subjects and online subjects have higher levies and are an additional charge to students who have selected these courses. First Aid qualifications relating to the Certificate subjects are additional charges and will be advised and billed as applicable.
Additional Levies (if applicable) - Dance subject (charged Term 1) Year 9 Year 10 - Debating Cocurricular Music Levy (charged Term 2) - Choir only - Ensemble – 1 Instrumental only - 2 Ensembles (2 Instrumental <u>OR</u> 1 Instrumental +Choir) - 3 or more Ensembles (3 or more instrumental <u>OR</u> 2 Instrumental + Choir) - Instrument Hire (\$100 Term 2 and \$100 Term 3) Cocurricular Sport (if applicable) - QC Cup Netball - Tennis - Sports Aerobics - all other sports (per sport - AFL, Basketball, Football, Hockey, Indoor Cricket, Netball, Touch Football, Volleyball)		\$ 930 \$ 930 \$ 55 \$ 40 \$ 125 \$ 150 \$ 175 \$ 200 \$ 30 \$ 230 \$ 375 \$ 185	Cocurricular Sport levies are charged per sport and communicated to parents by the activity coordinator during the trimester in which the activity is undertaken by the student. The charge is then invoiced to school fees. Once the student has committed to the cocurricular activity and the activity charged to the fee statement the fee cannot be refunded.

We acknowledge and pay respect to the traditional custodians, the Jagera people and the elders, both past and present, on whose land we walk and work and live.