



## Related St John Paul II College Policies

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St John Paul II College enrolment policy and the Catholic Education's enrolment policy in processing applications. A full copy of this policy can be found on the CEO website. [www.ceocg.catholic.edu.au](http://www.ceocg.catholic.edu.au)

## Rationale/Purpose

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As a systemic Catholic Education school, St John Paul II College derives income from three major sources:

1. Commonwealth Government
2. ACT Government
3. School fees from parents

These three revenue streams combined provide the basis of funding for your son's and daughter's education. School fees are reviewed annually based on the required operating budget in consultation with the College Council and the Catholic Education (CE) to ensure they are consistent with budgetary requirements and parental expectations.

## Definitions

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- **Canberra Catholic Schools Building Fund (CCSBF) Contribution:** Monies collected by the Diocesan school attended by the oldest child are used to meet basic maintenance and to pay for building of new Catholic Schools in the Archdiocese in the ACT.
- **Catholic Education of the Archdiocese of Canberra and Goulburn:** abbreviated to **(CE)**
- **College Levy:** Covers costs associated with general resources (e.g. subject and school consumables), and facilities such as information technology support, Information Centre physical and online resources, sustainability initiatives, digital training programs, fitness and sporting equipment and upkeep, transportation to school carnivals and small excursions, counselling services, cost of local excursions, cost of educational initiatives and to support costs with the College's ongoing grounds improvements and maintenance program.
- **School Tuition Fee:** Fees collected by the College to support the curriculum, pay teachers' salaries and to pay the CE Levy which administers Catholic Education in the Archdiocese.
- **Year 7 & Year 9 Camp fee:** Charges for these activities are included in school fees.
- **Band fee:** Charges for these activities are included in school fees for those students who elect to do this activity.
- **Y12 School Fees:** (in due course) Total annual fees are billed in 3 parts rather than 4 over Terms 1, 2 and 3 only.

## Policy

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St John Paul II College prides itself on the delivery of an outstanding secondary education which enables every student to achieve his/her full potential. The College's excellent teaching staff, new facilities, and curricular resourcing requires sound financial management and significant financial income to meet its operational budget.

### **PERIODIC PAYMENT OF SCHOOL FEES**

**For students enrolling from Term 1 in 2015, the College will require school fees to be paid through an authorised periodic payment with annual adjustments initiated by the school.** Since commencement of the College (2013) most families have moved to payment of fees in this way as it has provided the added convenience of regular payments.

There are two ways of making an authorised periodic payment:

1. Direct debit by the Catholic Development Fund from your bank account on a weekly, fortnightly, monthly or quarterly basis into the account for St John Paul II College.
2. Credit card payment initiated by St John Paul II College through our Bpoint account either monthly or twice monthly (except during January), that is 11 monthly payments or 22 twice monthly payments per year.

If you have difficulty with this requirement, you may contact the Bursar/Business Manager or Office Manager to discuss an alternative arrangement.

### **FAMILY DISCOUNTS ON SCHOOL TUITION FEES**

Family discounts on the tuition fee component of school fees apply automatically if you have more than one son or daughter at St John Paul II College. Provided you inform us, discounts will also apply to St John Paul II College students if you have older students at St. Francis Xavier College, St. Clare's College, St Mary MacKillop College or Merici College. There is at present no discount for students outside the **Catholic Education Office of the Archdiocese of Canberra and Goulburn (CE)** system (i.e. Daramalan, St. Edmund's and Marist).

**Tuition fee discount** arrangements are as follows:

- The full fee is payable for the eldest child.
- 20% discount for the second child attending a CE secondary school.
- 50% discount for the third child attending a CE secondary school.
- 100% discount for the fourth child or subsequent children attending either a CE Archdiocesan primary or secondary school.
- Parents who have students in both a CE secondary school and a CE primary school please note that a 20% tuition fee discount applies to the first child fee at the CE primary school where there is a sibling in a CE Secondary school. Parents please advise your primary school if your children are in this situation.

There are no discounts on other fees or levies.

### **FULL FEE PAYING OVERSEAS STUDENTS**

St John Paul II College welcomes international students however it does not have the capacity to subsidise students with visa conditions making them Full Fee Paying Overseas Students. While the College will periodically check visa status, the student's guardians remain responsible for advising the College of a change in visa status. This also applies to students who become Full Fee Paying Overseas Students after their initial enrolment with the College.

### **WITHDRAWAL OR EXTENDED ABSENCE**

#### **Students leaving the school during the term**

Persons responsible for paying school fees will be liable for school fees up until the end of term and they are to be paid before the student leaves the school. Should payment in full not be possible at time of leaving, an arrangement for payment will need to be made with the Bursar/Business Manager. Year 12 students leaving the College at the end of Term 2 who obtain sufficient points to gain their Year 12 certificate are still liable for the remainder of annual school fees usually levied in Term 3 as the fees relate fully to the Year 12 package.

### **Students who are absent for part of a term or for a complete term**

Persons responsible for paying school fees will be liable for school fees for terms (while the student is officially enrolled) and they are to be paid by the due date. Should payment in full not be possible by the due date, an arrangement for payment will need to be made with the Bursar/Business Manager.

### **SCHOOL FEES AND INTERSTATE/OVERSEAS EXCURSIONS**

The College reserves the right to deny participation in optional programmes e.g. **overseas language trips, expressive arts excursions, sports competitions**, that incur user-pay charges should the school fees account be in arrears.

### **NON PAYMENT OF FEES**

The College adds \$50 per term for overdue fees unless an arrangement has been made. The College Council policy is to send out reminder letters. Repeated failure to act on these letters will result in the overdue account being sent to a debt collection agency. Matters which have been referred to the collection agency will not be handled by the College and will be treated quite separately from any further accounts with the College. Costs incurred in the collection of fees are the responsibility of the debtor/parent/guardian. The College does not pay these fees.

### **DEFAULTS WITH ELECTRONIC FUNDS PAYMENT**

A letter is sent to families in the event that there are insufficient funds to meet a scheduled payment. In the case of repeated defaults your arrangement will be cancelled and an administrative charge of \$50.00 may be added to the family account. Families will be advised by letter and will have the responsibility of organising a new payment arrangement with the Bursar/Business Manager at the College.

### **FINANCIAL DIFFICULTIES**

If you are currently experiencing financial difficulties, please approach the school before the fees are due and ask to discuss the matter with the Bursar/Business Manager. Our ethos is to work in partnership with families for early, just and equitable variations in payments.

### **ACT Government Secondary Bursary Scheme**

The Secondary Bursary Scheme can provide some financial assistance to low income earners in the ACT with dependant full-time students in Years 7-10. Applicants must prove low income status by providing a photocopy of a current Centrelink Card or Health Care Card with means tested payment codes.

If you believe you are eligible for assistance, application is direct to the ACT Department of Education and Training. Application Forms are available from the College, Centrelink Regional Offices and The Smith Family 'Learning for Life' Co-ordinator.

### **SCHOOL FEE CONCESSION ARRANGEMENTS**

#### **Introduction**

Consistent with the College's Catholic Ethos, St John Paul II College subscribes to the recommendations in the publication "*Catholic Schools at a Crossroads*" regarding accessibility to a Catholic education. St John Paul II College strongly encourages families who are financially disadvantaged to seek enrolment. In consultation with the College Council, the College will consider applications by families for support under a School Fees Concession Arrangement. The application will be subject to criteria including level of income. Concession will vary from nil per term to a percentage of the full fees per year.

Parents experiencing significant financial difficulties may apply for school fees assistance. In line with the Catholic Education Office Canberra Goulburn Diocese Fees Policy, no student will be refused enrolment, be excluded, or be disadvantaged because of an inability (as opposed to an unwillingness) on the part of the parents/guardians to meet financial requirements.

It is recognised that families make choices and priorities in regards to their standard of living, investments, education and extra-curricular activities. The school considers that families who have chosen a Catholic Education consider it important and that fee payments will be prioritised accordingly.

Any reductions granted generally apply on a year by year basis, i.e. a separate application is required each year. In some situations the reductions may be reviewed on a term by term basis, in which case you would be required to lodge an application at the commencement of each term.

Government Grants provide part of the funding required to operate the school. The balance of operating costs must be found through school fees. The continued existence of St John Paul II College is dependent on parents paying the required level of fees. Every effort will be made by the School to recover fees from parents who are deemed to have the capacity to pay.

On the basis of the information provided on the Application form the Fees Committee will determine an appropriate level of fee support based upon guidelines agreed to by the Catholic Education Office Archdiocese of Canberra and Goulburn and St John Paul II College Council, and with consistency and in confidence. You may be asked to meet to discuss various aspects of your application. It is necessary that if you are granted a reduction in school fees that you commit to and maintain a suitable payment plan.

### Procedures

1. Families wishing to apply for fee concessions contact the Bursar/Business Manager who will supply the form '*Application for Reduction of School Fees for Current Year*'.
2. Parents complete the form and supply the relevant documentary evidence. A taxation statement for the last financial year, pay slips (the last four), income statement/s from Centrelink are all necessary evidence of income with rental receipts, bank or building society statements as evidence of housing cost/mortgage payments or noted on the Application Form.
3. Using the Archdiocese of Canberra and Goulburn fees reduction schedule it is determined what the fee to be paid is.
4. If all paperwork is provided, an interview may not be necessary. If required, parents will be requested to attend an interview.
5. A sub-committee of the College Council approves or declines the concessional fees.

### Concession Formulae

The formula for determining a fee payable by a family is based upon the total net income and benefits etc of the family. The resultant income is then compared to the Archdiocese of Canberra and Goulburn Fee Concession Schedule. Applicant's assets and liabilities will also be taken into consideration in determining a reasonable fee.

No allowance is made for repayments on holiday/investment houses/units or hire purchase/lease contracts. If a family so decides its priorities encompass these things, the burden of that decision is on the family.

### Financial Assistance – Time to pay

The College may grant a time concession whereby families can make reduced, but still regular, payments during a period of financial difficulty by entering into an **agreed payment arrangement**. This is normally reviewed within 6 months and 12 months with the expectation of a return to higher payments to achieve full payment of the balance.

Payment arrangements longer than 12 months involve a formal process:

### Procedures

1. Families contact the Bursar/Business Manager who will supply the form '*Application Payment Arrangement of school fees*'.
2. Parent/s complete the form and provide documents showing their previous financial position and their current changed circumstances including income, expenses, assets and liabilities.
3. The Bursar/Business Manager will review the application, discuss circumstances with the parent/s, if necessary develop a number of possible payment options and make best efforts to reach a mutually suitable payment arrangement.
4. The application is approved by a sub-committee of the College Council.

All agreed payment arrangement will be expressed in writing and signed on behalf of the College and by the enrolled family.

In cases of failure to follow an agreed payment arrangement the account may be sent to a debt collection agency as set out above in the section '*Non Payment of Fees*'.

### **CONFIDENTIALITY**

All matters related to school fee concessions/reductions or inability to pay is treated confidentially.

### **SPLIT BILLING**

Split billing is available where two or more people living in separate households are responsible for payment of school fees for a student.

*Split billing does **NOT** avoid **joint and several liability** for payment of school fees but acts as a way of providing administrative assistance to the separate households. We strongly recommend organising this prior to levy of school fees as the College cannot intervene in private matters.*

### **Procedures**

1. Families wishing to apply for split billing contact the Bursar/Business Manager who will supply the '*Split Billing*' form
2. All those requesting split billing complete and sign the form including their percentage contribution to fees e.g. 50% each.
3. The Bursar/Business Manager will review the '*Split Billing*' form and arrange separate accounts to be created in the database.

### **ACCIDENT INSURANCE**

The Canberra Goulburn Diocese has taken out a school insurance cover for the whole Diocese. The insurance cover will protect you from some of the financial burdens of children's accidents. Cover has been taken out with CCI School Care – School Activities Cover from Catholic Church Insurances Limited (CCI). Your child will only be covered under the policy whilst the school maintains its current policy. The policy also covers school fees up to \$15,000 in the case of accidental death of the person or both people who pay the fees. Should you have any queries or would like assistance please ring CCI on 1300 138 498.

## **Forms**

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Enrolment Form  
Direct Debit (DDR) Request  
Credit Card (BPOINT) Authorisation Form  
School Fee Concession Application  
School Fees Payment Arrangement Application  
Split Billing Form  
Details of Older Siblings at other CEO Secondary Schools

## **References**

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Archdiocese of Canberra and Goulburn Catholic Education Office '*School Fees and Levies Policy*' at <http://www.ceocg.catholic.edu.au>

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Approved by:	St John Paul II College Executive
Implementation Date:	20 January 2014
Policy last Updated:	7 March 2018
St John Paul II College	
Contact Officer:	Bursar/Business Manager

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**For printed copies of this policy NB:** This policy will change without notice, always refer to <http://www.jpc.act.edu.au/> for our latest policy or call 02 6163 4800.