



SACRED HEART COLLEGE SENIOR

FEE STRUCTURE 2012

TUITION FEE

YEAR 10 – 12 \$6795.00 Per Annum

FAMILY DISCOUNT	2 children	12%	(For siblings attending a South West Region school.)
	3 children	20%	
	4 children	28%	
	5 th and subsequent children	35%	

COMPOSITE FEE

YEAR 10 & 11 \$1290.00 Per Annum

YEAR 12 \$1500.00 Per Annum

FAMILY DISCOUNT	2 children	12%	(For siblings attending SHCS only.)
	3 children	20%	

Students undertaking a VET COURSE (Vocational Education Training) outside the school will incur an additional charge for the cost of the external course. The College will credit your account 50% of the total cost of the external course up to \$300.00.

BOARDING FEE

YEAR 7 – 12 \$14670.00 Per Annum

FAMILY DISCOUNT	2 children	12%
	3 children	20%

BUILDING FUND

A compulsory building fund levy of \$350.00 per family per annum.

The Finance Office will continue to generate additional charges for excursions, extra materials, camps, sporting exchanges and other miscellaneous items.

**Parents will appreciate that our financial structure is delicately balanced and that prompt payment of accounts will greatly assist.
All students are enrolled on the understanding that fees will be paid promptly.**



SACRED HEART COLLEGE SENIOR FEE GUIDELINES 2012

INTRODUCTION

Tuition and Composite Fees are the primary discretionary source of income for the College and are determined annually by the College Council in consultation with the College 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 secondary Catholic colleges in South Australia, 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 College maintains quality education and resources for the benefit of the students.

Discounts apply to tuition fees for families with siblings attending any South West Region school.

The Marist spirit of compassion applies to families experiencing financial hardship and families may apply for assistance with fees.

It is expected that families applying for assistance will be eligible for school card.

ENROLMENT DEPOSITS

A non refundable (with the exception of cancellation due to interstate or overseas transfer) deposit of \$300.00 will apply to all new students and is payable on application in accordance with the enrolment policy. This amount will be credited to the account at the commencement of the year for which the enrolment applies.

Students enrolling from Sacred Heart Middle School and Marymount College are required to lodge applications for enrolment with their deposit 18 months in advance of the intended starting date. Should this not occur the enrolment position that is allocated to students in the middle schools will be forfeited.

TUITION FEE

The annual tuition fee set by the College Council is charged in term 1 (February).

COMPOSITE FEE

The annual composite fee set by the College Council is charged and included in the statement issued in term 1 (February).

This fee covers charges for classroom materials, computer technology services, provision of text books, diary, College Magazine and year level retreats.

BOARDING FEE

The annual boarding fee set by the College Council is charged and included in the statement issued in term 1 (February).

OTHER CHARGES

The Finance Office will continue to generate additional charges for excursions, extra materials, camps, sporting exchanges etc. Families should receive notification via the student of costs involved before being invoiced to the family account.

BUILDING FUND

The College Council has recommended a Compulsory Building Fund Levy for 2012 of \$350.00 per family.

This contribution will be for the exclusive purpose of supporting major building projects. The levy, set annually by the College Council, will be included in the second statement issued in term 1, 2012 and may be payable in instalments.

Over the next ten (10) years, we plan to raise enough funds to support the Sacred Heart College Master Plan which will progressively refurbish or replace outdated facilities. The building fund will be supplemented with borrowings on an as required basis.

Without your support these projects simply cannot happen.

PAYMENT OPTIONS

- (a) **Annual Fee Payment.** A 5% discount will apply if any or all of the annual fees (Tuition, Composite or Boarding) are paid in full on or before end of March on full fee paying accounts only. This does not apply to families who have had a remission on fees.
- (b) **Instalment Payment.** Tuition, composite and boarding fees may be paid in three (3) equal instalments as per issue of statements in term 1 (by end of March), term 2 (by end of June) & term 3 (by end of September).

- (c) **Periodic Part Payment.** Fees may be paid in equal monthly or fortnightly instalments.
Families adopting this payment option **are required** to complete a Part Payment Agreement Form, available from the Finance Office.
- (d) **Other.** Any other arrangement must be negotiated.
- (e) **Payment of all fees are to be finalised by 31st October, 2012.**
- (f) **In the absence of any arrangement, it is expected that by the end of the first semester (30th June) 50% of the compulsory fees would be paid. The College reserves the right to recover this amount after 30th June.**

METHOD OF PAYMENT

Fees can be paid as follows:-

- Cash, Cheque or Money Order (made payable to Sacred Heart College Senior)
- Visa or Mastercard (by phone, mail or in person)
- Direct Debit through the Catholic Development Fund – payments arranged free of bank charges. Application forms available from Finance Office.
- Direct Debit from your bank account to College bank account – bank charges apply.
- EFTPOS
- BPAY
- DISHONoured CHEQUES – a dishonour fee of \$30 will apply to all cases of a cheque being returned.

SPLIT FAMILY ACCOUNTS

The splitting of accounts for separated families is not an option. Parents are to make their own arrangements regarding payment of accounts if they live at separate addresses. It is the legal responsibility of the signatories on the enrolment form to pay all school fees. The school will not accept family court judgements as a basis for payment of fees.

OVERDUE FEES

All fee accounts are due and payable 30 days from statement date. Families who fall behind in the payment of fees are urged to contact the College immediately to discuss payment options.
Overdue statements will be forwarded during the year with reminders as are necessary.

LATE PAYMENT FEE will be charged from 1st January the following year on balance outstanding at 31st December, at a rate of 7% unless prior arrangements have been confirmed in writing by the Business Manager.

RECOVERY ACTION

The College reserves the right to initiate collection proceedings if no satisfactory response or negotiation has been arranged for the payment of overdue amounts. Costs incurred by this action will be payable by the family in addition to outstanding fees.

FAMILY DISCOUNT

Discount on the **tuition fee and/or boarding fee** applies to all families with siblings in a South West Region School as follows : -

2 children	12%
3 children	20%
4 children	28%
5 th and subsequent child	35%

Discount on the **composite fee** applies to a family with siblings at Sacred Heart College Senior only as follows:-

2 children	12%
3 children	20%
4 children	28%

It is the responsibility of the family to complete an Application for Family Discount 2012, available from the Finance Office.

FEE REMISSION

Families experiencing financial hardship may apply for assistance with payment of fees. It is expected that these families will be eligible for School Card. (School Card is the Government assistance scheme for lower income families.)

Application for fee remission is to be applied for at the school of the eldest child.

Application is by interview with Finance Officer, Mr Ron Kitchen, telephone 82942988 extension 539 for an interview appointment.

All applications for fee remission should be concluded by the end of February.

Applications during the year will only be considered if there has been a change in circumstances.

All fee remissions are reviewed on an annual basis, it is necessary to make application each year.

All discussion and correspondence regarding fee remission is to remain confidential. The College reserves the option to vary the remission in accordance with circumstances.

SCHOOLCARD

It is expected that the procedures adopted for 2011 will be maintained for 2012. The system of using CRN's, verification by Centrelink and Audit Reports is likely to be continued.

It is hoped that the 2012 policy/procedures will be available before the end of the current school year. Parents are advised of the need to ensure they have the appropriate Centrelink CRN and/or taxation records to comply with the application requirements for School Card eligibility. The criteria for income testing will be the combined family income for the 2010/2011 financial year.

PART TIME STUDENTS

*Fees for part time students are calculated on a pro rata basis. Annual fee for tuition and composite is divided by five (5) to arrive at a per subject figure. The student is then charged for each subject they undertake plus an additional charge for enrolment. Sibling discount to apply **in addition** where applicable to **full fee paying part time students**. **Pro rata discount will not apply to fee remission part time students**. **Part time discount applies to fees, only if the student undertakes three (3) subjects or less.***

EXTERNAL SUBJECTS

*If a student is required to undertake a subject offered by the College externally in the normal course of full time study, full fees will be payable to the College and the student will not be required to pay additional charges. **However**, if a student undertakes an external subject not offered by the College, the cost of the subject will be the responsibility of the student and no concession will be granted from the normal full fee.*

*Students undertaking a **VET COURSE** (Vocational Education Training) outside the school will incur an additional charge for the cost of the course. The College will credit your account 50% of the total cost of the external course **up to a maximum of \$300.00**.*

SECOND SEMESTER and LATE STARTERS

Students commencing in second semester are charged 50% of annual tuition and composite fees.

Late starters will be charged on a pro rata basis for the number of weeks they will be attending the college.

Sibling discounts and remission to apply if eligible.

STUDENT LEAVERS

Students leaving the College at any time during term 1, 2 or 3 will be charged tuition and composite fees for the weeks they attend the school. The annual fee will be divided by forty and multiplied by the weeks in attendance. Year 12 students who leave at the end of term 3 will be charged the full year's fees.

In addition an administration fee will be charged equal to one week of the annual tuition and composite fee.

*The student leaver date will be determined by the appropriate completion of the student exit form and as recorded by the school.
It is the student's responsibility to ensure the necessary procedure is formalised.*

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 PARENT

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

WITHDRAWAL OF STUDENT

In ordinary circumstances, at least one term's notice is required of your intention to withdraw a student from the college and/or boarding house. The College reserves the right to make a charge where insufficient or no notice is given. Extra ordinary circumstances will be taken into account.

PARENTS RESPONSIBILITY

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