



St Joseph's College Geelong

Dear Parents/Carers

2019 School Year - Important Fee and Administrative Matters

Detailed below is important information pertaining to fees and other administrative matters for the 2019 school year.

Fees and Charges- indicative amounts (please refer to page 3 for full details)

The College proposes to issue the College fees statement around the end of January 2019. The annual tuition fee per student incorporates the hire of a notebook computer. In addition, the College magazine 'Virtus' and the voluntary Edmund Rice Foundation contribution will be added to your fee account. In some instances, other charges may apply which will also be added to your account as appropriate.

College Building Fund

The College's Building Fund has financed a number of new buildings and facilities such as the Westcourt campus and Paul Tobias Centre. Your donations are vitally important in 2019 to assist in the funding of future building projects such as the proposed Gymnasium at Westcourt campus. Our excellent College facilities are made possible through the ongoing financial support of past and present parents. The expected contribution is \$450 per family per annum and may be incorporated into your regular fee payments or paid separately. All donations to the College Building Fund are tax deductible and a receipt will be issued. We cannot upgrade and maintain facilities without your contribution to the Building Fund and your ongoing support in this regard is greatly appreciated.

Edmund Rice Foundation

The Edmund Rice Foundation works to support the vision and mission of the Christian Brothers in the developing world and among socially and financially disadvantaged children, youth and families within Australia. This is made possible through your voluntary contribution of \$80 which will be included on your fee statement.

Fee Payment Arrangement Form

It is a requirement that all families have a payment arrangement in place. All **new** families must complete a Fee Payment Arrangement Form and return it to the College before **6 December 2018**. Please note that the days leading up to 6 December are often very busy for the accounts department and College Reception, therefore if you have any queries regarding your fee payment arrangement we encourage you to contact us as soon as possible to discuss.

The College offers various options which include:

- Method of Payment – Monthly Direct Debit, Credit Card or Bpay
- Frequency of Payments – Fortnightly, Monthly or Term in Advance

The dates specified in the 2019 Fee Payment Options (page 4), must be adhered to, unless alternative payment dates have been arranged with the College.

Payment via direct debit remains the College's preferred method of payment which consists of 10 monthly instalments commencing in February and ending in November 2019 (this is always deducted on the 25th of each month). All banking institutions are accepted. Relevant fee forms can be downloaded from the College Website www.sjc.vic.edu.au / Join Us / Fees. Please contact Holly McIntosh at the College accounts office (Ph: 5226 8111; E: fees@sjc.vic.edu.au) should you require assistance in completing the forms. **Families who currently have a payment arrangement in place are not required to complete new forms.**

Should you wish to discuss any other arrangements for payment of the College fees please contact the Business Manager, Terry Fowler (Ph: 5226 8123; E: terry.fowler@sjc.vic.edu.au).

Family Discount Application

Discounts are offered to families who have three or more children attending Catholic schools in 2019 (please note that children at Catholic primary schools are treated as one enrolment). The rates of discount applied to the College fees are:

- 10% - three children attending Catholic primary or secondary schools
- 20% - four children attending Catholic primary or secondary schools
- 30% - five or more children attending Catholic primary or secondary schools

Please complete the form if you have three or more children attending Geelong Catholic schools and return to the College before **6 December 2018**. A new form is required to be completed each year.

CSEF (Camps, Sports and Excursion Fund)

If you hold a valid health care card, you may be eligible to receive CSEF from the government of approximately \$225 per student. CSEF application forms are available for download from the College Website www.sjc.vic.edu.au / Join Us / Fees.

Public Transport – PTV School Student ID and Student Pass application forms

These forms will be available from www.ptv.vic.gov.au/tickets/fares/concession/school-students, the PVT hub at Westfield Shopping Centre, the College office or train stations from mid-**January 2019**. Bus conveyance allowances for eligible students will be credited directly to fee accounts.

For eligible students, proof of purchase of yearly or half yearly pass must be returned to the College as soon as this is purchased in order to claim reimbursement. Further information can be found on the College website www.sjc.vic.edu.au / Our Wellbeing / Student Transport.

Accident Insurance

Worldwide personal accident insurance is provided for all students 24 hours a day, 365 days of the year with the exception of non-medicare medical fees where a Medicare benefit is payable. Details are available from the main office.

Property Insurance

Personal property of students is not insured by the College against loss or damage. However some householders' policies give a limited cover for the property of a householder and dependants while the property is temporarily removed from the home to another location. Parents are encouraged to examine their policies and, if in doubt, check with their insurance company

Withdrawal of a Student

Parents are obliged to give one month's written notification to the Principal of their intention to withdraw their son(s) from the College. Failure to do so may result in forfeiture of one term's fees and charges.



Terry Fowler
Business Manager



**St Joseph's College
Geelong**

2019 INDICATIVE SCHEDULE

Annual Tuition Fee approximately (including Notebook Computer hire)	\$5715.00
College Magazine 'Virtus' (one per family)	\$35.00
Voluntary Edmund Rice Foundation Contribution	<u>\$80.00</u>
	<u>\$5830.00</u>
Tax Deductible Building Fund Donation	<u>\$450.00</u>
	\$6280.00

Please note other charges may apply for items such as:

- Specialist subject levies
- Music instrument hire
- VET levies and ancillaries
- Notebook repairs
- Outdoor Education ski camp/kayak camp charge
- Charges for library books not returned

Account may also vary if there is an entitlement to Conveyance Allowance, Family Discount or other entitlements and adjustments.



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2019 FEE PAYMENT OPTIONS

The following provides details of the various payment options available and due dates.

Please note that payments must commence on the nominated date and must remain consistent.

Fee forms can be found on the College Website www.sjc.vic.edu.au / Join Us / Fees.

Direct Debit Monthly

Commence: 25 February 2019 End: 25 November 2019 10 payments

Monthly Payments: direct credit card or BPay (Biller code and reference number will show on fee statements)

Commence: 8 February 2019 End: 8 November 2019 10 payments

Fortnightly Payments eg: direct credit card or BPay (Biller code and reference number will show on fee statements)

Commence: 8 February 2019 End: 29 November 2019 22 payments

Term Payments

Payment 1 8 February 2019

Payment 2 8 May 2019

Payment 3 8 August 2019

Payment 4 8 November 2019