

# IMPORTANT FEE AND ADMINISTRATIVE MATTERS

Detailed below is important information pertaining to fees and other administrative matters for the 2022 school year.

## Fees and Charges indicative schedule

The College proposes to issue the College fees statement around the end of January 2022. The annual tuition fee per student incorporates the hire of a notebook computer. In addition, the College magazine 'Virtus', a Digital Booklist Resource (per student) 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 2022 to assist in the funding of future building projects such as the construction of new classrooms to accommodate increasing student numbers. 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 voluntary and therefore 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 in the reply-paid envelope. Please note that the days leading up to 3 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 Monthly Direct Debit, Credit Card or Bpay. Fortnightly, Monthly or Term by Term.

The dates specified in the following 2022 Fee Payment Options, 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 2022 (this is always deducted on the 25th of each month). All banking institutions are accepted.

Please email the College accounts office: [fees@sjc.vic.edu.au](mailto: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, Andrew Dowd (Ph: 5226 8123; E: [andrewd@sjc.vic.edu.au](mailto:andrewd@sjc.vic.edu.au)).

## Family Discount Application

Discounts are offered to families who have three or more children attending Catholic schools in 2022 (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 in the reply-paid envelope before **3 December 2021**. A new form is required to be completed and submitted 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. Please tick where indicated on the Fee payment arrangement form if you are eligible.

CSEF application forms are available for download from the College Website in February 2022 or [www.education.vic.gov.au/documents/about/programs/health/csefapplicationform.pdf](http://www.education.vic.gov.au/documents/about/programs/health/csefapplicationform.pdf)

## 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](http://www.ptv.vic.gov.au/tickets/fares/concession/school-students), the PVT hub at Geelong Westfield Shopping Centre, the College office or PTV train stations from mid-**January 2022**. 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.

## 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. Families are advised to ensure they have ambulance cover, as ambulance is not a part of our school insurance. If an ambulance is called it will be at the expense of the family.

## 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.



**Andrew Dowd**  
**Business Manager**

## 2022 FEE SCHEDULE

Annual Tuition Fee (per student) (including Notebook Computer hire)	\$6184.00
College Magazine 'Virtus' (one per family)	\$35.00
Voluntary Edmund Rice Foundation Contribution (per family)	\$80.00
Digital Booklist Resource (per student)	\$100.00
Tax Deductible Building Fund Donation (per family)	\$450.00
	<b>\$6849.00</b>

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

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

## 2022 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 payment forms are included in this information pack and can also be found on the College Website.

### Direct Debit Monthly

Commence: 25 February 2022      End: 25 November 2022      10 payments

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

Commence: 4 February 2022      End: 4 November 2022      10 payments

**Fortnightly Payments eg: direct credit card or BPay** (Biller code and reference number will show on fee statements). Please note BPAY payments must be scheduled to ensure consistency.

Commence: 4 February 2022      End: 28 October 2022      20 payments

### Term Payments

Payment 1: 4 February 2022      Payment 2: 4 May 2022

Payment 3: 4 August 2022      Payment 4: 4 November 2022

