

# IMPORTANT FEE AND ADMINISTRATIVE MATTERS

## Fees and Charges indicative schedule

The College proposes to issue the College fees statement at the end of January 2024. 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), the voluntary Edmund Rice Foundation contribution and the Edmund Rice Celebration Day 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, the Peter Chanel Centre PAC extension and the Carey Oval Pavilion. Your donations are vitally important in 2024 to assist in the funding of future building projects such as the Arts and Learning Precinct to begin in 2024, as well as 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 – Edmund Rice Education Australia (EREA)

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.

## Edmund Rice Celebration Day

Edmund Rice's commitment to education and his unwavering dedication to supporting the less fortunate have left an indelible mark on the world. His profound belief in the power of education as a means of empowerment and transformation continues to resonate with us today. At St Joseph's College, we have the incredible privilege of carrying forward his vision, fostering a nurturing environment for our students to grow, learn, and flourish.

Each year the College holds a celebration of Edmund Rice, enabling our community to strengthen other communities through the power of education. Funds raised from this day are primarily donated to Kensekka St Joseph's Vocational School as well as other charities selected by student leaders. A \$25 per student / \$50 family fee will be included on your fee statement.

## Fee Payment Arrangements

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. If you have any queries regarding your fee payment arrangement, we encourage you to contact us as soon as possible to discuss. **If families do not return a payment form with their chosen payment option, the account will default to an upfront payment type due 23 February 2024.**

The College offers various options which include Direct Debit, Credit Card or BPay.

The dates specified in the following 2024 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 commences in February and ends in November 2024. All banking institutions are accepted.

The College does not split fee accounts, however, if you wish to have two separate payments scheduled, please complete your fee paper work advising accordingly.

Please email the College fees 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 a new form.**

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 2024 (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

Families will be sent an Operoo request during November 2023, inviting them to apply for the 2024 Family discount. A new family discount application 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 2024 or [www.education.vic.gov.au/documents/about/programs/health/csefapplicationform.pdf](http://www.education.vic.gov.au/documents/about/programs/health/csefapplicationform.pdf)

### **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**

## 2024 FEE SCHEDULE

The Annual Tuition fee for 2024 (Including Notebook Computer hire) is \$6,980.

Other charges include

- College Magazine 'Virtus' (one per family) \$35.00
- Voluntary Edmund Rice Foundation Contribution (per family) \$80.00
- Digital Booklist Resource (per student) \$120.00
- Edmund Rice Celebration Day \$25 per student / \$50 per family

A voluntary Tax-Deductible Building Fund Donation (per family) \$450 is also applicable.

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.

## 2024 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 from a bank account

<b>Upfront</b>	Processed 23 February	1 payment
<b>Term</b> Commence 23 February 2024	End: 23 November 2024	4 payments
<b>Month</b> Commence 23 February 2024	End: 23 November 2024	10 payments
<b>Fortnight</b> Commence 23 February 2024	End 15 November 2024	20 payments

### Direct credit card

<b>Upfront</b>	Processed 28 February	1 payment
<b>Term</b> Commence 9 February 2024	End 9 November 2024	4 payments
<b>Month</b> Commence 9 February 2024	End 9 November 2024	10 payments

Please note direct debit and direct credit card payments that are declined will incur a \$10 administration fee.

### BPAY (Bill code and reference number *will show on fee statements*)

<b>Upfront</b>	Due by 28 February	1 payment
<b>Term</b> Commence 9 February 2024	End 9 November 2024	4 payments
<b>Month</b> Commence 9 February 2024	End 9 November 2024	10 payments
<b>Fortnight</b> Commence: 9 February 2024	End 1 November 2024	20 payments

Please note BPAY payments must be scheduled to ensure consistency.