



# Collection of Fees Policy 2021

## ISSUING OF ACCOUNTS

The College issues a statement at the start of each year showing the fees owed for the full year. Further statements are issued throughout the year (start of each term) showing all transactions made and the current balance of the account. Additional statements may be requested by emailing College Fees Advisor - [fees@chinchillacc.qld.edu.au](mailto:fees@chinchillacc.qld.edu.au)

## FEES AND CHARGES

### Creditable Enrolment Fee

A non-refundable amount of \$150.00 per fee paying student (the administration costs associated with prospective enrolments and interviews) is payable to the College on acceptance of enrolment. This amount will be fully credited against tuition fees.

### College Fees

College Fees are set annually by the College Board. Fees for the year are announced in Term 4 for the following year. A Projected Fee Correspondence will be emailed to current and future families which includes the breakdown of total fees for the year, as well as weekly and fortnightly calculations for a payment plan. The schedule of fees is available at any time from the College Administration Office and is posted on the College website: [www.chinchillacc.qld.edu.au](http://www.chinchillacc.qld.edu.au). The Direct Debit Authority can be obtained by emailing College Fees Advisor [-fees@chinchillacc.qld.edu.au](mailto:-fees@chinchillacc.qld.edu.au).

Each year, the College Board endeavours to set the College fees as low as possible to assist families to be able to make the choice to send their children to an independent Christian school. They do however need to take into consideration the staff and facility costs associated with providing a high standard of education.

## BUILDING LEVY

A compulsory building levy exists for families to assist the College to continue to advance its facilities for the benefit of the students.

## DISCOUNTS

### Sibling Discounts

Generous sibling discounts are provided to parent(s)/guardian(s) who have more than one child at the College. A sibling discount applies to the 2<sup>nd</sup> child enrolled at the College (\$500 discount for Primary and \$700 discount for Secondary student). A 100% discount (Tuition fee only) applies on 3<sup>rd</sup> and subsequent students.

Sibling Discounts will only be provided to bone fide siblings, whether these be from immediate or blended families. It is expected that siblings would be living in the same household.



## 2021 Schedule of Fees

Tuition Fees	Annual Fee
Prep	\$3,090
Year 1	\$3,210
Year 2	\$3,210
Year 3	\$3,390
Year 4	\$3,390
Year 5	\$3,390
Year 6	\$3,390
Year 7	\$3,990
Year 8 to Year 10	\$4,280
Year 11 and Year 12	\$4,520

Tuition fees include ancillary learning materials, Secondary text book levy, Secondary laptop program, excursions and camps.

### Sibling Discounts

Second student	\$500 discount on Primary tuition charges
	\$700 discount on Secondary tuition charges
Third and subsequent students	<b>No charge for tuition fees</b>

### Concessions

Financial hardship concessions are available on application. Those who hold a current Pensioner Concession Card or Health Care Card receive a 30% discount on tuition fees. Eligibility for hardship concessions is reviewed annually.

### Payment Discount

Full payment by February 12, 2021	\$150 discount per fee-paying student
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### Approved Payment Options

Payment in full (see above)  
Payment by Direct Debit, Credit Card Authority or Centrepay.  
The frequency and amount of direct debit payments are arranged to suit individual financial situations.  
Pro-rata discounts apply for students commencing after the beginning of Term 1.

### Additional Costs

Annual Building Levy of \$200 per family per year  
Uniforms  
Bus transportation to and from the College (if required)  
Tours, extra-curricular excursions and special interest/sport camps  
Subject levies (where applicable)  
Courses delivered by some external providers (where relevant)  
Instrumental music tuition (if required)

### Secondary Textbook and Resource Allowance

The State Government provides the College with an allowance to offset the cost of textbooks, ICT items and other resources for secondary students, which the College purchases on the students' behalf. Families have the option of purchasing their own resources by requesting that the College Fees Advisor credit this allowance to their fee account. Families electing to do this will be obligated to purchase these resources at their own expense. Requests for an allowance credit must be received by no later than the end of November for existing students, or upon enrolment for new students. The allowance only covers a fraction of the full cost of these resources, therefore families do not find this option financially beneficial.

### Creditable Enrolment Confirmation Fee

A non-refundable amount of \$150 per fee paying student is payable to the College on submission of the signed enrolment Contract. This amount will be fully credited against tuition fees.

## **PAYMENT OF FEES**

### **Payment of Tuition and Bus Fees Approved**

#### **Fee Payment Option:**

- Option 1: Annual Payment – by BPay, Credit Card or EFTPOS at Reception and Uniform Shop. A discount of \$150 (Tuition) and \$50 (Bus) per fee-paying student applies if fees are paid in full by the second week of Term 1.
- Option 2: Term Payment –by BPay, Credit Card or EFTPOS at Reception and Uniform Shop. A Payment Plan by College processed direct debit may be arranged. Term payments are due the second week of every term.
- Option3: Payment Plan– College Direct Debit System or Centrepay Deduction
  - Monthly Payment Plan –11 equal monthly instalments over the period of January to November, first instalment due on week 1 of Term 1.
  - Fortnightly Payment Plan– 24 equal fortnightly instalments over the period of January to December.
  - Weekly Payment Plan –48 equal weekly instalments over the period of January to December.

**An immediate commencement of a direct debit payment plan is required if no Full or Term payment is received by the set due dates.**

#### **Direct Debit/Payment Plan Information**

- Payment plan can only be by DIRECT DEBIT or Centrepay deduction processed by the College
- Direct Debit for the current year will automatically stop once account is cleared (unless arranged to continue through the school holidays as advance payment).
- A Projected Fees Correspondence and Fees Schedule will be emailed before the end of December for the next school year.
- Direct Debit will be automatically adjusted and set for a new payment plan as per Projected Fees Correspondence.

#### **Action on Overdue Accounts**

While it is our general policy that children should not be prevented from having a Christian education due to financial reasons, the College Board has determined that the College will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.

If the school fees remain unpaid and no special arrangements have been made, the student's enrolment may be cancelled, and appropriate recovery action commenced. The process for collection of overdue school fees is as follows:

- Families with overdue school fees will be contacted in the first instance by the Fees Advisor and satisfactory arrangement made to recover outstanding monies.
- If the arrangement made between family and Fees Advisor is not adhered to, a "Stage 1" Letter- (Overdue Fees) will be sent to parents whose school/bus fees account are in arrears.
- Should there be no response to this letter within 14 days, then a "Stage 2" Letter- (Impending Termination of Enrolment/Debt Collection Agency) will be sent.
- After 30 days, should no further arrangement be made, the defaulter will be listed with a Debt Collection Agency and issue a "Stage 3" Letter - (Termination of Enrolment).

#### **Special Arrangement for Payment**

Should parent(s)/guardian(s) experience difficulty with payment of college fees, they should discuss the matter with the Fees Advisor, by phoning 4575 7172. Application for financial Hardship concessions will require disclosure of certain family financial details, which will be retained in strictest confidence by the

College. Any concessions granted will apply to that year's fees only and all parent(s)/guardian(s) granted a concession will be expected to make a commitment to regular payment of the adjusted fees by Direct Debit. Arrangements between yourself and the College are confidential. The College reserves the right to cancel this arrangement if this confidence is breached.

It is entirely at the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include instalment payments or deferral for a period of time.

If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the school in relation to the payment of college fees, then the parent(s)/guardian(s) must inform the college of the change in their situation.

It is necessary to make an appointment with the College Fees Advisor each new school year to apply for a concession.

### **Change in the relationship between parent(s)/guardian(s)**

Parent(s)/guardian(s) must inform the College Registrar in writing if there is a change in their relationship with each other since signing the enrolment form (e.g. Divorce or separation). Unless otherwise directed, the Principal will require that the person who is to assume the obligation of paying school fees to complete a new enrolment form. All information given will be treated in confidence.

### **Withdrawal of Students from the College**

Ten school weeks' notice in writing must be given to the College Registrar when withdrawing a student from the College. If in default, the College reserves the right to invoice in lieu of notice (up to 10 school weeks).