



ST JOSEPH'S TOBRUK MEMORIAL SCHOOL 2018 ANNUAL STATEMENT OF FEES AND LEVIES

Single Child Tuition Fee

One child	\$1,275.00
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Family Tuition Fees

Two children	\$1,785.00
Three children	\$2,040.00
Four children	\$2,295.00
Five children	\$2,295.00
Six children	\$2,295.00

For larger families, please consult the principal.

Discount for yearly tuition fees paid in advance. Payment must be made in full prior to 28 February 2018 to qualify for this discount. Please note, the discount only applies to the tuition fees:

One child	\$1,211.25
Two children	\$1,695.75
Three children	\$1,938.00
Four children	\$2,180.25

Additional Compulsory Levies:

P&F Levy	\$ 80.00 per family
Capital Levy	\$460.00 per family
Student Levy	\$440.00 per student
Camp – Year 5	\$300.00 per student
Camp – Year 6	\$300.00 per student

The charges outlined above are deemed compulsory. Any refund on payment is at the principal's discretion.



Annual Tuition Fees and Levies Payment Policy

Funds collected at St Joseph's Tobruk Memorial School are used for the following purposes, which are essential in providing a high-quality education for your child/children:

- Provide teaching, administrative and ancillary staff;
- Provide essential resources, materials, facilities and equipment;
- Maintain buildings, grounds and other facilities.

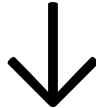
A P&F levy is collected through our tuition fees and levies structure. This is used to provide other benefits to the school, such as library resources, readers, technology items, play equipment, storage sheds, etc.

Tuition Fees and Levies Billing and Collection Process

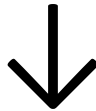
- 1) A statement for expected tuition fees and levies will be issued by the school early in each term and will be payable within fourteen (14) days of issue. Mastercard/Visa, EFTPOS, Direct Debit, Centrepay and BPAY facilities are available.
- 2) Any arrangements to vary the terms of payment must be made with the finance secretary.
- 3) The following order of process will apply to accounts with outstanding balances, seven (7) days after the due date (excluding Direct Debit and Centrepay payment plan families):
 - Reminder notices will be issued via email or mail;
 - Final reminder provided via phone call.
- 4) Where accounts remain unpaid after the due date and no appropriate arrangements have been made to pay the expected tuition fees and levies, regrettably, the account may be placed in the hands of the school's debt collection agency. This may incur extra charges.

TUITION FEES AND LEVIES BILLING AND COLLECTION PROCESS

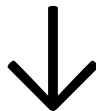
Statements sent out, noting payment to be made within fourteen (14) days from the date of issue.



Reminder notices will be issued via email or letter for accounts with outstanding balances, seven (7) days after the due date for payment (excluding Direct Debit and Centrepay payment plan families).



For accounts, still with outstanding balances after a further seven (7) days, where no payment arrangements have been made with the finance secretary, a second and final reminder provided via phone call, with related email or letter to be sent same day.



Regrettably, accounts may be placed in the hands of the school's debt collection agency if, after a further seven (7) days, payment arrangements have not been made with the finance secretary.
This may incur extra charges.

Concessions

No enrolled child is excluded from St Joseph's Tobruk Memorial School on the grounds of genuine inability of the family to fully pay all fees and levies. For qualifying families, the school will consider offering a concession on the tuition fee component. All families are obliged to contribute to tuition fees and levies, even if a concession is granted. Again, concessions apply only to the tuition fee component of accounts. Families must pay in full, the cost of all levies. Concessions on tuition fees are not ongoing and applications must be resubmitted at the commencement of each school year (or when financial hardship occurs). Concessions are means tested in line with Federal Government guidelines. The assessment takes all income into consideration, including wages, youth allowance, all other Centrelink payments, etc., as well as housing costs, e.g. rent or mortgage. Should financial circumstances favourably change for concession families, they are obliged to contact the school immediately.

Families leaving St Joseph's Tobruk Memorial School

As previously mentioned, statements for tuition fees and levies are issued each term. If a family leaves the school, tuition fees and levies apply up to and including the term of departure.

An Enrolment Confirmation Fee of \$130.00 applies for all new students. If a family has paid this amount and decides not to pursue enrolment at St Joseph's Tobruk Memorial School, the enrolment confirmation fee is non-refundable.