

Fees and Levies Information 2020

What your College Fees provide:

Your Fees contribute to covering such expenses as:

- School staffing, learning programs, sport, facilities, grounds and maintenance.

What your College Levies provide:

Whilst CBC St Kilda endeavours to make the Tuition Fees as inclusive as possible, we do charge additional Levies including, but not limited to:

- Services Levy - for resources such as computer and other professional services - All Years
- Resource Levy - for class materials, teacher reference materials, etc. -All Years
- Subject Levy - to cover most class excursions, camps and retreats, registrations and equipment - All years
- Program Levy - Year 9 only
- Educational Skills Profile - Year 10 only
- Graduation - Year 12 only
- Vocational Education & Training (VET) fees as charged by VET Institution
- Optional Activities (e.g. interstate and overseas trips (Japan, Italy and India), Private Music Tuition, Ski Trip, Great Victorian Bike Ride)
 - ***Please note that if Fee Accounts are not current or there are no agreed arrangements in place in relation to the payment of the Fee Account then students will not be permitted to be included in optional activities***

Fees and Levies are subject to change on an annual basis.

The College also conducts various fundraising activities including the Walkathon to raise funds for Charitable Organisations in India.

Fee Account Due Date

All Domestic Student Fee Accounts are due and payable by 31 March 2020 unless an approved payment arrangement has been agreed upon with CBC St Kilda prior to this date.

All International Student Fee Accounts are due and payable within 30 Days of the Invoice date.

Discounts - Domestic

Two or more enrolled students:

Families with two or more students at CBC St Kilda in 2020 will receive a \$1,000 discount for the second student and each thereafter (pro rata if accounts are split).

There is no Sibling Discount for International Student Fees.

Early Bird payment - Domestic:

A singular, flat \$350 discount will be applied if the total amount of annual Fees and Levies are paid and receipted into the College bank account in full by 31 March 2020 (not applied to scholarship, bursary, Fee-rebated/concession accounts). Fee payments receipted into the College bank account after 31 March 2020 will not be eligible for the Early Bird payment discount.

There is no Early Bird Discount for International Student Fees.

Enrolment and Application Fees

A non-refundable Enrolment Application fee (\$200) and non-refundable Enrolment Acceptance fee (\$350) is charged.

Notice Of Withdrawal

Written notice of at least one full School Term is required prior to withdrawal of a student from the School.

Domestic students who do not provide the required notice will need to be pay full Tuition Fees and all Levies for the notice period. This includes withdrawal prior to the start of the school year.

Book List

The Annual Book List contains the academic book and stationery requirements each student should have in order to participate in their specific year level and specific subjects.

The College offers families a convenient online ordering system through our online Book List

provider. It has a safe and secure online payment system which is open 24/7 and provides delivery to your home.

There is no obligation to use this facility and families may choose to source their stationery directly from the supplier of their choice. However, if families choose to use the College online Book List provider the College gains a small percentage from each sale which is used for school improvement projects.

Please note - if 'Edrolo' is listed for senior classes, this must be purchased through the College online Book List provider.

Fee Statements/Electronic Accounts

A single Fee invoice will be issued, by email, covering all students for whom the Parent/Guardian is responsible. The single invoice for the total annual amount of Fees and Levies will be issued in Term 4 of the preceding enrolment year. Statements will be issued in Term 1, 2 and 3.

Please contact the College Office as soon as possible regarding any changes in your contact details and specifically your email address(es).

Where the Domestic Student Fee Account balance is not paid in full by 31 March 2020; the preferred means of payment is by nine (9) monthly instalments at the beginning of each month, paid directly to the College.

Families with an unpaid Fee Account balance at 31 March 2020 are required to enter into an approved payment plan and are required to make regular and prompt payment of the school Fees and Levies throughout the school year to fund the learning programs and facilities offered and being developed by the College.

Current Fees and Levies are outlined in the Schedule of Fees and Charges.

Payment methods

The College offers the following payment options.

The preferred payment options are set out below:

BPAY: Make payment from your nominated cheque, savings or credit card account through your bank, credit union or building society.

Internet: Login to <http://cbcpay.cbcstkilda.com> to make payments by credit card 24 hours a day

Direct Debit: Automatic payment from your nominated bank account. Complete the 'Payment Arrangement and Direct Debit Request'.

Telephone: Call 1300 103 912 to make payments by credit card 24 hours a day.

Other payment options include:

Centrepay: Use Centrepay to make regular deductions from your Centrelink payment. Centrepay is a voluntary bill paying service which is free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment. You can start or change a deduction at any time. The quickest way to do it is through your Centrelink account online. Call Centrelink or complete the Centrepay form and return it to the College Office.

In Person: Cash at the College Administration Office.

Note:

- Completed forms should be returned to the College Administration Office for processing. Forms can also be emailed to: accounts@cbcstkilda.com
- The College accepts MasterCard and Visa card payments.

Payment Arrangements

Payment arrangements will be accepted in full or by instalment as negotiated and agreed with the College. You will need to contact the Accounts Receivable Officer to extend these arrangements into future years.

These arrangements are granted for the current year only and are conditional upon full payment of the agreed amount for the year being receipted in to the College bank account.

Application for Fee Assistance

The College recognises that, at times, some families struggle to pay the full School Fees and Levies. If you are experiencing financial hardship you should contact the College at the earliest opportunity (by the end of March at the latest) to seek an appointment with the Business Manager to discuss your options.

If families do not attend a meeting with the Business Manager and do not supply the required supporting documentation; the College reserves the right to require full payment of the

outstanding Fee Account.

You will be asked to submit an *Application for Financial Assistance* together with supporting documentation such as your Centrelink information, recent payslips and most recent Income Tax Assessment and Income Tax Return.

Any assistance provided by the College, whether it be through a concession on Fees or an extended payment arrangement, is for the current year only and is conditional upon full payment of the agreed amount for that year or payment being made in accordance with any payment arrangement.

Fee assistance concessions will not generally be credited against the Fee Account unless the agreed payments have been paid in full for the year. Where the College allows a payment arrangement to extend beyond the current year and those payment obligations are not met in full as agreed then the College reserves the right to reverse any Fee Assistance concession credited to the family Fee Account and seek recovery of the full amount of Fees and Levies.

The College will provide written confirmation of the success or otherwise of your application including the details of any concession or payment arrangement requirements.

Enquiries

If you have any questions regarding Fees and Levies, please contact the College Office on (03) 9529 6611 or via email at: accounts@cbcstkilda.com

General Terms and Conditions of Enrolment

This Information Pack is to be read in conjunction with the General Terms and Conditions of Enrolment; a copy of which is available from the College website or from the College Administration Office.

We encourage all families to read our General Terms and Conditions of Enrolment for detailed information regarding our Fees, conditions of enrolment and other obligations which are legally binding on Parents/Guardians.