



Fee Schedule 2021

Annual School Fees	1st Child	2nd Child	3rd Child	4th Child	5th Child	6th Child
Primary, R - 6	\$3,660.00	\$3,360.00	\$1,836.00	\$311.00	\$311.00	\$311.00
Secondary, 7 - 10	\$4,639.00	\$4,339.00	\$2,382.50	\$426.00	\$426.00	\$426.00
Senior Secondary, 11 - 12	\$4,982.00	\$4,682.00	\$2,554.00	\$426.00	\$426.00	\$426.00

Annual School Card Fees	1st Child	2nd Child	3rd Child	4th Child	5th Child	6th Child
Primary, R - 6	\$1,986.00	\$1,686.00	\$999.00	\$311.00	\$311.00	\$311.00
Secondary, 7 - 10	\$2,532.50	\$2,233.00	\$1,329.00	\$426.00	\$426.00	\$426.00
Senior Secondary, 11 - 12	\$2,704.00	\$2,404.00	\$1,415.00	\$426.00	\$426.00	\$426.00

Fees quoted include both Tuition Fees and Learning Resource Fees.

Additional Annual Fees	Per Child
Bus Service: Crystal Brook	\$304.00
Bus Service: Port Broughton	\$356.00
Bus Service: Jamestown	\$532.00
Bus Service: Gladstone	\$304.00
Bus Service: Melrose	\$988.00
Bus Service: Redhill	\$684.00
Boarding - 5 days	\$10,704.00
Little Lions	\$250.00
Enrolment Fee	\$100.00
Application Fee	\$25.00
Overdue Administration Fee	\$250.00



Frequently Asked Questions: College Fees

What is my financial commitment to the College?

As the parent(s) / guardian(s) who signed the Enrolment Application, paid the Application and Enrolment Fees, you have entered into a legal contract and are therefore legally bound to pay all fees and charges for the enrolled child. It is the obligation of the parent(s)/guardian(s) to contact the Business Manager if you are unable to pay the fees in full by **30 November** each year. Changes in circumstances does not release the signatories from their financial obligation unless a new Enrolment Agreement is entered into signed by both signatories and includes a Parental Agreement (witnessed by a Justice of the Peace) or a Court Order.

What does Jointly and Severely mean for the Enrolment Application and Enrolment Agreement?

- Jointly means that both enrolling signatories are responsible for the student and for payment of fees in any joint arrangement they see fit.
- Severely means that if one enrolling signatory decides that they do not want to take responsibility for a student or the payment of fees, the other signatory becomes legally responsible for them. In the case of fees the full fee payment can legally be requested from one signatory.

What is included as part of the College fees?

Fees provide a contribution to the College to subsidise the following costs:

Tuition Fee:

- College year book
- College diary (Benedict students only)
- College calendar
- Pastoral formation fees
- Student ID card (Bosco students only)
- Printing and photocopying up to a limit
- Library and audio/video resources
- Text book hire
- Compulsory excursions i.e.; year level camps, retreats and excursions
- Performances (Benedict students only)
- School care accident policy
- Teaching aids and educational software programs
- Specialised faculty equipment for Technology, Arts, Sport, Ag and Science and Trade Skills

Learning Resource Fee:

- Technology and computing resources including: Printers and scanners, Webmail (Outlook Online), Office 365 Portal, Parent Teacher Online Booking System, Flexi Schools (Online Canteen Ordering), Student Intranet, Microsoft Defender for BYOD and SEQTA Engage
- Stationery for Benedict students and classroom supplies
- Consumables for Technology, Arts, Sport, Ag and Science and Trade Skills



ST MARK'S COLLEGE

Boarding Fees:

This fee is only charged if your child elects to board at the College. The fee includes:

- A subsidised cost for meals \$4,379 inc GST
- A subsidised cost for accommodation, activities, tutor support and travel around Port Pirie \$5,887
- Accommodation is set at 5 days a week, from Sunday evening to Friday afternoon during term time (subject to public holidays)

Bus Fees:

This subsidised fee is only charged if your child elects to use one of our bus services.

- Boarders can access this service each Monday and Friday rather than parents travelling to and from Port Pirie
- Buses currently travel to Melrose, Jamestown, Gladstone, Crystal Brook, Redhill and Port Broughton with pick ups at locations along these routes.
- Further information is available at our website: www.stmarkspirie.catholic.edu.au/about/general-information

What is not included as part of College Fees?

VET (Vocational and Education Training) Fees:

VET fees range from \$300 to over \$3,000 depending on the type of Certificate chosen. As VET is an elective pathway, students are required to pay these fees to the Third-Party Training Provider prior to commencement of their course. Please contact the VET coordinator for further information. The College provides a part time discount of \$500 to help subsidise this cost. Please remember that College fees are still payable if a VET pathway is chosen, VET fees are an extra cost.

Elective Excursions:

An excursion for each year level at the College is provided as part of the Tuition Fee. Elective subjects sometimes include excursions, and a separate fee will be charged and is payable prior to the excursion date.

Other Charges:

Material charges for elective materials technology projects, non-compulsory College clothing, sporting/SAPSASA fees, SACE workbooks and lost books are charged separately to College Fees. Upon receiving an invoice or a request for payment these will need to be paid either 30 days from the date of the invoice or prior to receiving your item.

What are our College fees payment options?

There are two options available to pay for your child(ren's) College fees:

1. Lump sum payment(s); paying the year's fees in full by **31 March each year**
 - Lump Sum Payments can be made by Cash, Cheque or Electronic Funds Transfer (EFT)
2. Regular payment plan via PaySmart; paying the year's fees in full by **30 November each year**
 - Instalments are made by direct debit from your bank account or a credit card (surcharge may apply for credit card transactions)
 - Instalments can be weekly, fortnightly, monthly or quarterly between January and November

When do College fees need to be paid?

College fees are billed annually in January, full payment of fees is required by **31 March each year** unless a regular payment plan has been set up through PaySmart. All regular payment plans are due by **30 November each year**. Fees still owing after this date will incur an Overdue Administration fee of \$250pa.

****It is a condition of enrolment that families who do not pay their fees in full by 31 March will be required to set up a PaySmart contract ****



ST MARK'S COLLEGE

Does PaySmart charge fees?

The College has negotiated with PaySmart a reduced fee schedule for our families. The following fees apply per transaction:

One Off Set Up Fee (New families)	\$5.50
Rejection Fee	\$15.00
Weekly Payments	\$0.77
Fortnightly Payments	\$1.25
Monthly Payments	\$2.45
Quarterly Payments	\$3.95

If I paid my College fees with PaySmart last year, am I required to enter into a new contract, or will payments recommence automatically in January?

You are required to renew your contract and the payment terms every year, a link will be sent to you via email. You will be notified when this link is available via Operoo.

Am I able to change my PaySmart payment frequency? E.g. weekly to monthly?

Yes, this can be done by contacting the College Administration Office on 08 8633 8800.

I have received an invoice not related to College fees, can this be added to my PaySmart Contract?

Other Charges **cannot** be added to your PaySmart Contract and must be paid **within 30 days** of the date on the invoice. Payment options include cash, cheque, EFTPOS or EFT (Electronic Funds Transfer).

What fee discounts are available?

- **Prompt Payment Discount**
Payments for College Fees made on or prior to **31 March each year**, will receive a 5% prompt payment discount. For families who enrol during the school year, payment of accounts within 30 days of the date of the invoice will also receive the 5% prompt payment discount. Families are asked when paying College Fees to calculate this discount and pay the remainder of College Fees owing.
- **Family Discount**
 - Family discounts are calculated on the number of student siblings in a family currently attending the College
 - Separated families will receive an equal portion of the discount where two or more parties pay for the student siblings
 - Family discounts are calculated as:
 - \$300 credit for the second child
 - \$150 credit for the third child
 - No Tuition Fee payable for the four or more children
- **VET Student Discount**
Senior students who enrol in a VET course will receive a flat discount of \$500



ST MARK'S COLLEGE

• School Card Discount

- The school card scheme offers financial assistance to subsidise school fees (materials and service charges). The school card scheme is assessed by the Department for Education with set guidelines around income limits per child.
- As a guide, where a family is not separated combined income below \$60,264 will receive a school card discount. For separated families, where both parties are contracted to pay, the individual with the lowest income should apply and the same income limit is assessed
- Please refer to their web site for further information:
www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme
- The Department of Education does not set the discount applied by the College. The College determines this discount
- Currently the school card discount for the College is 50% of the Tuition Fee
- Discounts will only be applied once approval from the Department of Education is received

How do I apply for School Card?

The school card scheme is assessed by the Department for Education. Applications forms are available from the College Administration Office or can be completed online. Preferably all applications should be completed by 31 March each year, however you have until November each year to apply. All application forms must be submitted to the College Administration Office. If you complete your application online please either call 08 8633 8800 or email the College Administration Office to let them know your reference number; info@smc.catholic.edu.au.

Do I need to apply for School Card Scheme every year?

Yes, an application must be applied for every school year, applications open at the start of Term 1 and close in November.

If we are a split family can we received separate statements?

Yes, we are able to add a second address to our billing system, once an Enrolment Agreement is completed both parties will receive a copy of the same statement.

If we are a split family can we have separate accounts for our College Fees?

Yes, by completing an Enrolment Agreement for each child and designating how College fees are to be split between each individual. This agreement must be signed by both individuals who have also signed the Enrolment Application (enrolling signatories). One of the following documents needs to be included with the Enrolment Agreement:

- A Parental Agreement signed by both enrolling signatories and witnessed by a Justice of the Peace stating a mutual financial agreement between both parties.
- A Court Order: The College will adhere to financial direction given by the Court.

****Until this is completed both enrolling signatories are responsible jointly and severally for the College fees****

What can we do if we are struggling to pay our College fees?

Please contact the College Administration Office on 08 8633 8800 as soon as possible to speak with the Debtors Support Officer. The Debtor Support Officer will return your call so that your request remains confidential. Please explain your financial difficulty so the Debtor Support Officer can help determine the best course of action. If you are simply unable to make a regular payment through PaySmart for a particular day the Debtor Support Officer can rearrange payments to help ease your financial burden. If you will be unable to meet regular payments ongoing the Debtor Support Officer will request you to complete a Confidential Financial Hardship Application. This can be either emailed to you or posted to your address. The application requires verification of income and you will be requested to provide your latest ATO Notice of Assessment with the form. Once the application is submitted an appointment will be made with the Business Manager who will work with you to confidentially agree on a plan forward (formally known as a Confidential Hardship Plan).



ST MARK'S COLLEGE

What happens if I do not pay my fees?

- An Overdue Administration Fee of \$250 will be charged for any overdue account after 30 November each year, unless you have an agreed Confidential Hardship Plan.
- The College may also restrict student's participation in major extra-curricular activities where significant amount of College fees is outstanding.
- The College as per the Enrolment Agreement, has the right to pass significant overdue accounts to debt collection agencies on approval from Catholic Education South Australia. If this occurs families are responsible for all costs involved.

What if my child leaves College before the end of the year? - Remission up to term 3

A pro-rata remission of Tuition Fees will be calculated for students who leave prior to the commencement of Term 4. Please note that the Learning Resource Fee is retained.

Are Scholarships available at the College?

The College offers a number scholarships for secondary students at Bosco Campus to help them reach academic excellence. These include the following:

- Boarding Scholarships
- Indigenous Scholarships
- Bosco (Academic) Scholarships
- Agriculture Scholarship
- Elsa Chilvers Year 12 Scholarship
- Port Pirie RSL Bursary Year 12 Scholarship
- These scholarships range from \$200 up to \$5,000
- Applications and further details can be found at: www.smc.catholic.edu.au/enrolment/scholarships

When do I need to pay an Application or Enrolment Fee?

A \$25 Application Fee is payable upon lodgement of the Enrolment Application. The Enrolment Fee of \$100 is payable upon acceptance of offer of placement. Please note that the Application and Enrolment Fees are not refundable. The Enrolment Fee will however be used as a credit on your child's first year of College Fees.

What is Little Lions?

Little Lions is an optional early learning kindy transition program. The program runs in Semester 1 or 2 each year. Students can attend a half day class once a week for the semester. There is a \$250 Resource Fee which partially covers the costs for a Little Lions t-shirt, a graduation booklet with all work completed, classroom consumables, resources and teaching costs. The Little Lions fee is an upfront charge and is not applicable to PaySmart.

SACCS Fee Policy

Policy



Contents

1	Purpose	3
2	Scope of Policy	3
3	Policy	3
	INTRODUCTION	3
	CONTEXT	4
	GUIDING PRINCIPLES	4
	POLICY STATEMENT	5
	ROLES AND RESPONSIBILITIES	6
	Definitions	7
	Responsibility for implementation, monitoring, and continual improvement	8
	Supporting procedures or policy support documents	8
	Revision Record	8

1 Purpose

The purpose of this policy is to articulate the position of the South Australian Commission for Catholic Schools (SACCS) on school fees.

2 Scope of Policy

This policy applies to all diocesan and separately governed Catholic schools and to Catholic Education Offices in South Australia.

For separately governed Catholic schools, SACCS recognises and respects the governance role of the respective governing authorities. If a governing authority considers an aspect of the SACCS Fee Policy is at variance with its own governance arrangements, then SACCS and the governing authority will work in partnership and in good faith to resolve the matter.

The responsibility of SACCS to determine the Fee Policy for diocesan and separately governing Catholic schools in this manner is in keeping with its Statutes. In accordance with Canon 113#2, SACCS has the right and obligation to:

- make and review policy in those matters relating to Catholic schools which require coordination and rationalisation throughout the State of South Australia
- maintain a close working relationship with the Congregational Leaders of Religious Institutes involved in Catholic schools in South Australia.

3 Policy

INTRODUCTION

Catholic Education in South Australia is a living expression of the Mission of the Catholic Church through the partnership of schools with families and parishes to create opportunities for encouraging life to the full in all its personal, spiritual, social, ecological and cultural dimensions.

SACCS gives life to the Mission by providing families with access to affordable education of the highest quality to enable students in Catholic schools to be 'Thriving People, Capable Learners, Leaders of the World God Desires'.

The fees set by Catholic schools represent their commitment to provide access to high quality education, whilst ensuring that a family's financial circumstances are not a barrier.

The SACCS Fee Policy exists to ensure fair and equitable school fee setting and collection processes apply to all families enrolled in a Catholic school in South Australia.

Upon enrolling their child in a Catholic school, parents/guardians enter a partnership with the school to engage, encourage, and support their child's education.

The partnership extends to families acting in good faith and spirit to fulfil their financial obligations to the school through their adherence to the agreed fee arrangement.

The SACCS Fee Policy relates to the setting of fees by Catholic schools in South Australia, the values and principles that should underpin the interactions with families on fee matters, and the responsibilities of the system, school personnel and parents/guardians regarding school fees.

CONTEXT

Catholic schools in South Australia are funded in a way that requires the setting of fees.

The Australian Government determines and allocates a Schooling Resource Standard (SRS) for each student attending a school in Australia that is made up of a base allocation and loadings.

For most non-government schools, the Australian Government discounts the base amount of funding by the anticipated capacity of their school community to financially contribute towards the school's operating costs.

This is called the 'capacity to contribute' assessment and is based on the anticipated capacity of the school community to financially contribute towards the school's operating costs. The more financially advantaged the school community, the more the base amount is discounted. This reduction in base level funding to non-government schools is between 10% and 80%.

Consequently, schools in the non-Government sector cannot operate solely based on Government funding.

Catholic schools in South Australia are obliged to set fees to provide their learning programs, services and building programs that enable students to grow as thriving people, capable learners and leaders. The fees are determined and managed in a manner that considers the context of each Catholic school and the circumstances of families.

For Catholic schools to operate effectively and equitably, parents/guardians possess the responsibility to meet their fee obligations.

GUIDING PRINCIPLES

The following Principles underpin the SACCS Fee Policy. The principles are to be taken holistically in the interpretation and application of the Policy.

Common good

The application of fees in Catholic schools is to assist families, especially those at the margin, to access Catholic education in a compassionate and just manner in the context of each Catholic school.

Accessibility

Within the Catholic system of education, parents/guardians have access to a complementary range of Catholic schools with varying fee schedules.

Equity

School fees are to be set with due regard for the nature and needs of individual students within the school community.

Mutual respect

The management of fees in Catholic schools is based on respectful relationships between parents/guardians and schools.

Shared responsibility

Parents/guardians and schools share together a responsibility for the education of students in Catholic schools.

Viability

The management of fees and debt maintains the viability of Catholic schools; the payment of fees in a timely manner by parents/guardians is essential to the viability of their child's school.

Transparency

The processes for the management of fees and debt are explicit, clear and open to scrutiny.

POLICY STATEMENT

1. A family's financial circumstances should not be a barrier to a student accessing a Catholic education.
2. Each school is responsible for applying the policy's Guiding Principles to set its annual fee schedule, considering:
 - the school's delivery of the Mission of Catholic education so that students become *thriving people, capable learners, leaders of the world God desires*
 - the circumstances, needs and aspirations of the school community
 - the balance between the school's income and expenditure, including Government funding to the school and the school's operational, infrastructure and capital costs, to ensure its financial sustainability
 - fee remission arrangements that address the capacity of a parent/guardian to pay the school's fees.
3. Schools are to publish each year's fee schedule in the preceding calendar year and apply processes that are consistent with and in the spirit of this policy.
4. Upon a student's enrolment, schools agree to provide educational services for which parents/guardians accept the responsibility for the payment of fees in a timely manner.
5. Schools will work with parents/guardians in a just, respectful, compassionate, transparent and considered manner in the processes for setting and collecting fees.
6. Details of a family's financial circumstances in determining fee remission arrangements will be handled respectfully and with appropriate confidentiality in accordance with the school's Privacy Policy.
7. Where families do have the capacity to pay fees, then it is a matter of fairness that those who can afford to pay do so.
8. If parents/guardians are experiencing genuine financial difficulty it is their responsibility to meet with the principal/delegate for consideration of alternative financial arrangements. Any such arrangements shall be formally communicated by the school, be subject to periodic review, and may have terms and conditions applied.
9. Debt management with regards to outstanding fees should be based on positive and respectful relationships between schools and families.
10. Schools may take appropriate action to ensure a parent's/guardian's fee obligations are met, including, but not limited to, restricting a student's

participation in major extra-curricular activities where a significant amount of school fees is outstanding.

11. If an outstanding fee account is not resolved following the school's engagement with the parent/guardian, the school may undertake debt collection procedures, whilst adhering to the respective sections of the Fee Procedures. In these instances, a diocesan school should first obtain the approval of the Assistant Director Finance and Infrastructure. A separately governed school will act according to the arrangements of its respective governing authority.
12. Where outstanding fees are owing and no explanation or agreed payment terms are reached and adhered to, a diocesan school may seek a review by the respective Director of the ongoing enrolment of the student/s at the school. A separately governed school will act according to the arrangements of its respective governing authority.

ROLES AND RESPONSIBILITIES

1. SACCS has the responsibility in partnership with the respective governing authorities of Catholic schools, to:
 - i. establish a clear and just Fee Policy for Catholic Schools, in accordance with its rights and obligations under its Statutes 'to make and review policy in those matters relating to Catholic schools which require coordination and rationalisation throughout the State of South Australia'
 - ii. exercise overall financial responsibility that ensures and enables schools to set fees so that Catholic education is accessible to all Catholic families, particularly taking into account that while families in the metropolitan area of Adelaide have a choice of schools, those families on the outer suburban areas and in the country have more limited choices, and
 - iii. promote the determination of Catholic education to respond to the needs of the poor and underprivileged in our society.
2. Catholic Education Offices have the responsibility on behalf of SACCS to:
 - i. prepare and issue Fee Procedures with regards to the management of fees and debt
 - ii. advise and support schools with the implementation of the SACCS Fee Policy
 - iii. ensure that school personnel carry out their responsibilities appropriately
 - iv. respond to any concerns from families in fees matters that cannot be resolved at the school level, and
 - v. advise SACCS in relation to appropriate financial circumstances, particularly in relation to the setting of fee schedules by schools.
3. School Boards have the responsibility on behalf of SACCS and the governing authorities to:
 - i. approve the annual budget of the school, including the setting and collection of fees

- ii. ensure that the school's fee and debtor management processes are consistent with the SACCS Fee Policy and the associated Fee Procedures of the Catholic Education Office or the relevant governing authority
 - iii. exercise oversight through its Finance Committee of the fees processes, including processes for the collection of outstanding fees and review of its debtor situation with respect to fees, and
 - iv. establish a clear understanding of who has responsibility for following through fee collection and for the granting of fee remissions.
4. Principals have the responsibility on behalf of SACCS, the governing authorities and the School Board to:
 - i. ensure that interactions of school personnel with parents/guardians with regards to fees and debt are consistent with the Catholic ethos and the Guiding Principles of the SACCS Fee Policy
 - ii. manage the school's fee and debtor management processes thoroughly and appropriately
 - iii. ensure that the school's fee and debtor management processes are in accordance with the Fee Procedures of the Catholic Education Office or the relevant governing authority and are exercised in a just and respectful manner.
5. Business Managers/Bursars/Finance Officers have the responsibility on behalf of SACCS, the governing authorities and the School Board to:
 - i. ensure that the processes and procedures for the administration of fees and debt at the school level are in accordance with the SACCS Fee Policy and the Fee Procedures of the Catholic Education Office or the relevant governing authority
 - ii. ensure that interactions of school personnel with parents/guardians with regards to fees and debt are consistent with the Catholic ethos and the Guiding Principles of the SACCS Fee Policy, and
 - iii. give appropriate advice to the Principal and School Board about matters relating to fees setting, appropriate fee levels for families and fee collection.
6. Parents/guardians have the responsibility to the rest of the school community to:
 - i. pay their fees as determined by the school's fee schedule and any arrangements they enter into with the school about the arrangements for their fee payment
 - ii. be honest in their dealings with the school, and
 - iii. respect the circumstances of other parents/guardians in the school community.

Definitions

Catholic school means a diocesan or separately governed Catholic school in South Australia, with recognition of the relationship between SACCS and the Religious Institute and Ministerial Public Juridic Person governing bodies involved in Catholic schools in South Australia.

Staff means staff employed in any diocesan or separately governed Catholic school or Catholic Education Office in South Australia.

Fees cover all fees and charges invoiced by a school to parents/guardians.

Responsibility for implementation, monitoring, and continual improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Catholic Education Offices	Catholic Schools
Assistant Director, Finance and Infrastructure	Principal
Manager, Finance Policy and Funding	School Board (or Equivalent)

Supporting procedures or policy support documents

The following documents are to be read in conjunction with, and are additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CATHOLIC EDUCATION OFFICE policy, procedure or support document.

- Fee Procedures
- Enrolment Policy
- Enrolment Contract

Revision Record

Document Title	SACCS Fee Policy
Document Type	Policy
Document Date	26 July 2020
Process Owner	Finance and Infrastructure Standing Committee
Contact	Paul Roocke, Assistant Director Finance and Infrastructure ☎ 8301 6600 ✉ Paul.Roocke@cesa.catholic.edu.au
Approval Authority	SACCS
Review Date	2023
Revision History	2006, 2020