Rationale
The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education. Parents are asked to make a commitment to support Catholic education financially by paying fees. Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools.
APPLICATION FEE
Parents/guardians may enrol a student by completing an Application for Enrolment Form and paying the non-refundable Application Fee of $35.00 (including GST). Payment of the Application Fee does not guarantee the admission of a student to a place in the College.

ENROLMENT FEE
Admission of a student to a place in the College follows the successful completion of an interview and the payment of a non-refundable or transferable Enrolment Fee of $700. This payment is apportioned as a $550 enrolment deposit which is credited against your child’s first year tuition, and $150 contribution to the building fund.

BUILDING LEVY - COMPULSORY
The Building Levy ensures the College is able to continue successive building stages to cater for the College’s growing enrolment and optimise the learning environment for every student. This fee is a compulsory payment and is not tax deductible.

BUILDING FUND - NON COMPULSORY (DGR - Deductible Gift Recipient)
The Emmanuel Catholic College Building Fund enables parents to make a direct contribution towards the Gymnasium/Performing Arts Centre. This fund is a tax deductible voluntary contribution.

NEW SITE ACQUISITION FUND (NSAF)
The Catholic Education Commission passed a resolution for existing schools to contribute a 3% levy for the establishment of new Catholic School sites. As Emmanuel has received assistance in this way in the past, we are now compelled to provide this levy. Through our families the levy has been set currently at $100 per family with the remainder subsidised by the College.

ACADEMIC SCHOLARSHIPS
The College offers up to four Scholarships for academically able students. Each Scholarship is tenable for Year 7, 8, 9 & 10 and covers 50% of the standard annual tuition fee, given the student meets the set criteria at the end of each year. The Scholarship does not include all other fees and levies. Scholarships are awarded on the basis of a written examination conducted by the College personnel. Those short listed will be interviewed by the Principal. The Principal reserves the right to withdraw a Scholarship should the recipient underachieve or seriously breach College rules and regulations.

INDIGENOUS SCHOLARSHIPS
The College offer Indigenous Scholarships which covers 50% of the standard annual tuition fee. These scholarships are reviewed at the end of each school year. Parents wishing to make an application for a Scholarship should visit the school website for an application form or alternatively contact the Finance Office. The application must be received by the College no later than end of term 3 of the preceding year you are applying for.

MUSIC SCHOLARSHIPS
Emmanuel Catholic College welcomes Music Scholarship applications from both primary and secondary school students. Emmanuel offers an excellent and meaningful Music Program attracting talented and vibrant musicians to the College who have set their sights on attaining the highest possible levels of music excellence. Music Scholarships are awarded as the result of a successful audition/interview. Please visit our website for an application form. All audition times will be notified by mail and please note, that no late applications will be accepted.

MUSIC TUITION
Invoicing and payment of music tuition for 2017 will be managed directly by the music tutor.

BURSARIES/FINANCIAL HARDSHIP
The College offer Bursaries for extreme financial hardship. A criterion needs to be met for the assessment of the Bursary application. Parents/Guardian/s are informed in writing of the outcome of their assessment. The Bursary is applicable for the current year and applies to the tuition fee only, all other charges are payable in full. The application must be received by the College no later than end of term 3 of the preceding year you are applying for. These forms are available on the College website www.emmanuel.wa.edu.au.

NOTICE OF WITHDRAWAL
The Principal must be given a full terms notice in writing prior to the withdrawal of a student from the College. Failing this a full term’s tuition will be charged. Whilst notification is still required, consideration will be given to students who gain employment or leave the College due to family relocation.

EXITING FAMILIES
Exiting families must settle any outstanding fees within four weeks of exiting the College unless a payment arrangement has been negotiated and approved by the Business Manager. Any family failing to settle the account or negotiate a payment plan will be referred to our debt collection agency for immediate recovery action. Further information regarding the issue and payment of school fees can be obtained by contacting the College Finance Office or the Business Manager.

LATE NON PAYMENT
Parents who are unable to pay fees by 31 October 2017 must contact the Business Manager, Mrs Sonja Matthes to make alternative arrangements. The College will follow up outstanding accounts with an interview with the Principal and the Business Manager. Continuance of enrolment cannot be guaranteed unless all outstanding fees and charges have been paid or an alternative arrangement has been negotiated with the Principal. The College Board reserves the right to take legal action for the recovery of fees not paid by due date. Please note that you will be liable for any fees incurred in collecting these monies.
FEE ACCOUNTS
The fee account is invoiced annually and emailed to families prior to the commencement of the school year. For the 2017 school year, the fee account is due and payable in full by the 10 February 2017, unless the College is advised in writing of the selection of an alternative payment arrangement.
For those families who cannot pay the fee account by the due date in February the College offers the following payment arrangements for 2017:

- Four equal payments – due second Friday of each term.
- Nine equal monthly payments between February and October 2017 inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.
- Eighteen equal fortnightly payments between February and October 2017 inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.

No other option is available and all fees are to be finalized by 31 October 2017 unless otherwise arranged with the Principal.

SIBLING DISCOUNT
For families where more than one child is enrolled at the College the following reduction in tuition fees will be allowed:

- Second student 10%
- Third student 25%
- Fourth and beyond 100%

These reductions will be made automatically and shown on fee accounts.

AUSTUDY ALLOWANCE
For information, please contact Centrelink General Enquiry Section on 132 468.

YEAR LEVEL RESOURCE FEE
A year level Resource Fee contributes to miscellaneous student related expenses with the balance being subsidised by the College. The major items where the College utilises the collected resource fees are; IT infrastructure, subject levies, retreats, school excursions, student insurance, diary, College Annual, locker combination locks, copyright fee and general supplies such as tissues and sunscreen.

SPORT AND OUTDOOR RECREATION
Sport and Outdoor Recreation provides students with the opportunity to experience the wonder of the great outdoors. All students engage in a variety of activities that are aimed at challenging individuals/groups and developing leadership and problem solving skills. The Sport and Outdoor Recreation Camps and activities are an additional cost depending on the year group, and subsidised by the College.

YR 11/12 WORKPLACE LEARNING (INSTEP)
Workplace Learning (Instep) aims to provide all students with the knowledge, workplace skills and attitudes valued within work environments, as a preparation for employment. The College subsidise 50% of the Instep charge making cost to parents $300 per semester.

Payment must be received prior to commencement of Term 2 for this program.

VOCATIONAL EDUCATION TRAINING (VET) COURSES
A fee per course is charged for VET courses in 2017. This is additional to a student’s school fees as there is a cost attributed to the Quality Assurance of delivering these courses and external certification of student achievement. Students are not required to purchase text books for these courses as all materials are provided.

Payment must be received prior to commencement of Term 2 for this program.

CERTIFICATE IV
Certificate IV qualifications are available through an external provider; Fremantle Education Centre (FEC) based in Fremantle, for students who have changed from an ATAR to general pathway in Year 12. The cost of the course is $500, which must be paid prior to the commencement of the course, with the remainder subsidised by the College.

OTHER NON-CURRICULAR EXPENSES
Other costs such as College uniform, Year 12 Ball, Leavers Jackets and Breakfast, Year 11 Dinner Dance, Year 10 River Cruise and other non-curricular expenses are not included in the “College Fees”. As such, separate information is forwarded to parents/guardians.

EXTRA CURRICULAR CAMPS/TRIPS
To be eligible to attend Extra Curricular trips interstate or overseas, students must have a good history of behaviour and families must ensure that they are fully financial with the College prior to submitting an application to attend. Any family with an outstanding debt with the College will be denied the opportunity to attend at any stage during the process.

INSURANCE
Students at the College are covered by SchoolCare Personal Accident Policy with Catholic Church Insurance (CCI) which covers students for accidental injuries 24 hours a day. Please note, general insurance companies such as CCI are prohibited by law from covering the cost of any medical service for which a Medicare benefit is payable (including any gap).

For further details about the policy please contact the Assistant Bursar on 9414 4012 or Catholic Church Insurance direct on 9421 6000. The College cannot accept responsibility for loss of or damage to personal effects and property, or liability incurred by students for property damage.
The College is able to offer a concession to parents/guardians who are responsible for the payment of fees and hold a current eligible Health Care Card or Pensioner Concession Card. The maximum tuition fee payable is $1400 per annum. All other charges apply. Application forms for this discount must be received by 7 April 2017. Application forms can be collected from the College Administration Office.

**PAYMENT METHODS**

All payments are to coincide with the final instalment date: 31 October 2017 by one of the following methods:

- **MAIL** - Tear off the remittance advice and return with your cheque made payable to Emmanuel Catholic College.
- **IN PERSON** - payments can be made at College reception during office hours (8.00am – 4.00pm weekdays) by cash, cheque, EFTPOS, Visa or Mastercard.
- **DIRECT DEBIT** - Direct Debit and Credit Card authorities are calculated to coincide with the final instalment date; 31 October 2017. Form must be returned to the College - not your bank.
- **BPAY** - payments can be made by using the biller code and reference number at the bottom of your fee statement.
- **CENTREPAY** - Centrepay enables you to have a regular amount from your Centrelink payment paid directly to the College. Forms are available from the College Administration Office.
- **ON-LINE PAYMENT** - The College offer an online payment system. Log on to www.emmanuel.wa.edu.au

On line payments—School Payment Form—when you proceed to credit card details please ensure that name and description of what you are paying is entered in transaction description eg: Simpson—Yr 12 Ball, or if you are paying fees please enter family code.

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**HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME**

The College is able to offer a concession to parents/guardians who are responsible for the payment of fees and hold a current eligible Health Care Card or Pensioner Concession Card. The maximum tuition fee payable is $1400 per annum. All other charges apply. Application forms for this discount must be received by 7 April 2017. Application forms can be collected from the College Administration Office.

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<td>VET Courses Certificate I, II and III (without camp)</td>
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The College reserves the right to alter Fees, Charges and Conditions without prior notice as circumstances require.

The College will charge the GST where applicable.