



# 2024 School Fees Policy and Information

## 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.

## AIM

Emmanuel Catholic College will set fees at a level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve. The College Advisory Council will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the collection of fees. It is the responsibility of the College Advisory Council to ensure all reasonable steps are taken to enable the collection of school fees. On application for enrolment, parents/carers will be provided with the schedule of fees and a summary of the School's Fee Policy. Prospective parents/carers will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents/Carers make a commitment to pay school fees when they sign the Application for Enrolment Form for our school.

## APPLICATION FEE - COMPULSORY

Parents/Guardians may enroll a student by completing an Application for Enrolment Form and paying the **non-refundable** Application Fee of \$50.00 (including GST). Payment of the Application Fee does not guarantee the admission of a student to a place in the College.

## ENROLMENT DEPOSIT - COMPULSORY

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 Deposit of \$750.00. Enrolment Deposit will be credited against the Annual Tuition Fees the year your child commences at the College. Each person who signs the Enrolment Form accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment.

## BUILDING LEVY - COMPULSORY

The Building Levy ensures the College can 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. Families with eligible means-tested family concession cards will receive a reduced levy upon application and acceptance of the Health Care Card.

## BUILDING FUND - NON-COMPULSORY (DGR - Deductible Gift Recipient)

The Emmanuel Catholic College Building Fund enables parents to make a direct contribution towards ongoing improvements. This fund is a tax-deductible voluntary contribution.

## NEW SITE ACQUISITION FUND (NSAF) - COMPULSORY

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 compulsory levy is set at \$100 per family with the remainder subsidised by the College.

## P & F LEVY - COMPULSORY

The Parents and Friends' Association has an active role in providing resources and equipment necessary for students to receive a quality education. This levy is a compulsory annual payment of \$100 per family.

## YEAR LEVEL RESOURCE FEE - COMPULSORY

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, school excursions, student insurance, locker combination locks, copyright fee and general supplies. Families with eligible means tested family concession cards will receive a credit for the full resource fee upon application and acceptance of the Health Care Card.

## YEAR 12 RETREAT - COMPULSORY

Year 12 students will attend a three day two-night retreat, during Term 2. The \$350 retreat fee is compulsory and non-refundable.

## AFL/AFLW, NETBALL and/or BASKETBALL ACADEMY

The Emmanuel Football, Netball and Basketball Academies are specialist sport programs offered by the College. Students are offered a position on the Academies following a successful trial.

Within the program, students have exposure to professional players and coaches, the chance to mentor younger students, attend camps and excursions to better develop their game. The Programs offer students development in areas such as sports nutrition, fitness testing, injury prevention, game systems/strategies, coaching and umpiring. As such additional charges are applicable to Academy members.

## PERFORMING ARTS COLLECTIVE

The Performing Arts Collective gives students an opportunity to explore their passion for any of the performing arts domains i.e., dance, drama, and music. The program is a building block to develop relevant skills within performing arts. Should members of the Performing Arts Collective be invited to any relevant supplementary activities there is an additional cost that will be charged.

## SCHOLARSHIPS

The College offers several Scholarships across academic studies, performing arts, specialist academies and College vision and mission. For further information please refer to the College website.

## ABORIGINAL BURSARIES

The College offer Aboriginal Bursaries which covers 60% off the standard annual tuition fee. Parents wishing to make an application for a bursary 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. Parents that hold a current means tested Health Care Card should consider applying for the HCC discount rather than the Aboriginal Bursary as the discount is of more benefit. Only one will be applied.

## MUSIC TUITION

Music lessons will occur on a weekly basis, for a total of 32 lessons per year at \$35 per lesson. Additional lessons may be negotiated with your tutor but need to occur out of school hours and are payable directly to the Tutor. Missed lessons due to illness or/and by providing a minimum of one weeks' notice the tutor will reschedule the lesson. There is no obligation for a Peripatetic Tutor to reschedule lessons that are missed for any other reason. Five weeks' notice must be given if the student is withdrawing from the program or changing instrument and/or Peripatetic Tutor. Lessons will be invoiced by the College per term separate to the school fees account and payable within 7 days.

## YR 11/12 WORKPLACE LEARNING

Students choosing to undertake Workplace Learning are provided with the knowledge, workplace skills and attitudes valued within work environments, as a preparation for employment. The College subsidises the program making cost to parents \$150 per placement.

## VOCATIONAL EDUCATION TRAINING (VET) COURSES

A fee per course is charged for students choosing to undertake VET courses. 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 textbooks for these courses as all materials are provided. Courses will be charged at \$200 per course and \$350 per course involving a camp.

## CURTIN UNI-READY, FLEXITRACK, MURDOCH and FEC

All the above courses will be billed directly to the family by the organization.

## SPORT AND RECREATION

Students choosing to undertake Sport and Outdoor Recreation are provided 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 with the remainder subsidised by the College. The \$350 charge is compulsory and non-refundable.

## EXTRA CURRICULAR CAMPS/TRIPS

All interstate or overseas trips are at an additional cost to the family and are not included in the Annual School Fees account. In order for students to participate in extra curricular trips, it is crucial that they uphold a positive record of behavior and attendance. Families are obligated to maintain a favorable financial relationship with the College. This entails establishing and adhering to a fee repayment plan, with regular and timely payments made towards the fee account. It is essential that families have a good previous payment history with the College. Non-compliance with these financial obligations will render students ineligible to attend.

## OTHER NON-CURRICULAR EXPENSES

Other costs such as and not limited to the 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.

## 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/Guardians 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. These forms are available on the College website [www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au).

## SIBLING DISCOUNT

For families where more than one child is enrolled at the College the following reduction in tuition fees can be considered providing fees are currently paid and/or agreed to with College finance office:

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

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

## LATE NON-PAYMENT

Parents who are unable to pay fees by 31 October 2024 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.

***The College Advisory Council reserves the right to take legal action for the recovery of fees not paid by due date. Please note that the parent/guardian will be liable for any fees incurred in collecting these monies.***

## CUSTODY, COURT ORDERS AND SPLIT FAMILY ARRANGEMENTS

The College will reserve the right not to invoice split families separately, unless other arrangements enforced by law are provided affirming otherwise. (The College cannot be expected to make judgements or mediate between parents who may have an apparent agreement).

## NOTICE OF WITHDRAWAL

The Principal must be given one full term notice in writing prior to the pending withdrawal of a student from the College. Fees in lieu of one term's notice plus all compulsory charges will be charged if written notice is not provided. Whilst notification is still required, consideration will be given to students who gain employment or leave the College due to family relocation. If a child is taken out of school for an extended holiday within reason, the College may retain that student's place during this time but there will be no reduction of school fees.

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. After this time has elapsed, if a payment plan has not been negotiated, a formal debt collection process will be instigated to collect the outstanding fees.

## HEALTH CARE CARD TUITION FEE DISCOUNT SCHEME

The College will offer a concession to parents/guardians who are responsible for the payment of fees and hold a current eligible means-tested family Health Care Card or Pensioner Concession Card. The maximum tuition fee payable for 2024 is \$1500 plus additional levies. The resource levy will be waived for holders of an eligible card. It is important that parents complete the necessary documentation as there are administrative cut-off dates. Application forms can be collected from the College Administration Office and must be received by end Term 1 2024.

## FEE ACCOUNTS

Payment of fees is subject to all the terms and conditions contained in this form.

Where there is more than one person signing this form, only one account will be issued. Each person signing the enrolment documentation is independently and jointly responsible for payment of the whole of the fees for the entire period of the enrolment of the student, meaning the school can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them.

The fee account is invoiced annually and emailed to families prior to the commencement of the school year.

For the 2024 school year, the fee account is due and payable in full by the **9 February 2024**, 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 2024:

- Four equal payments – due second Friday of each term.
- Nine equal monthly payments between February and October 2024 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 2024 inclusive. This option is only available via direct debit from bank account/credit card using the Direct Debit Scheme.

**All fees are to be finalised by 31 October 2024 and no other option is available unless otherwise arranged with the Principal.**

## PAYMENT METHODS

All payments are to coincide with the final instalment date - 31 October 2024 by one of the following methods:

- **DIRECT DEBIT** – Direct Debit and Credit Card forms to be completed and returned to the College.
- **BPAY** – Payments can be made by using the Biller Code and Reference Number at the bottom of your fee statement.
- **EFTPOS** – Available at reception or by phone to accounts 9414 4050.
- **CENTREPAY** – Centrepay enables you to have a regular amount from you Centrelink payment paid directly to the College.

**ON-LINE PAYMENT – The College offer an online payment system. Log on to [www.emmanuel.wa.edu.au](http://www.emmanuel.wa.edu.au) Online Payments.**



# 2024 Schedule of Fees and Charges

<b>Application Fee \$50</b>	<b>Enrolment Deposit \$750</b>
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The Enrolment Deposit will be credited to the Annual Family school fee account in the year your child commences at the College.

Families who wish to benefit from the Health Care Card (HCC) Discount Scheme are required to provide evidence of a means-tested HCC, PCC or Veteran Affairs Blue card, which must be valid for the duration of the academic year in which the card is provided. The cardholder must complete a standard HCC Discount form available from the College Reception.

ANNUAL FEES	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Tuition	\$4,670	\$4,670	\$4,670	\$4,670	\$5,393	\$5,393
Resource Fee	\$820	\$820	\$914	\$914	\$1,008	\$1,008
Building Levy	\$490	\$490	\$490	\$490	\$490	\$490
P & F Levy	\$100	\$100	\$100	\$100	\$100	\$100
NSAF Levy	\$100	\$100	\$100	\$100	\$100	\$100
Compulsory Retreat						\$350
Enrolment Deposit Refund	\$-750					
Total Fees	\$5,446.50	\$6,196.50	\$6,290.50	\$6,274.00	\$7,091.00	\$7,441.00

HCC ANNUAL FEES	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Tuition	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Building Levy	\$300	\$300	\$300	\$300	\$300	\$300
P & F Levy	\$100	\$100	\$100	\$100	\$100	\$100
NSAF Levy	\$100	\$100	\$100	\$100	\$100	\$100
Compulsory Camp/Retreat						\$350
Enrolment Deposit Refund	\$ -750					
Total Fees	\$1,266.50	\$2,016.50	\$2,016.50	\$2,000.00	\$2,000.00	\$2,350.00

SIBLING DISCOUNT (TUITION ONLY)	Second Child 10%	Third Child 25%	Fourth and subsequent children 100%
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ADDITIONAL CHARGES ELECTIVES	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
Sport & Recreation	\$350	\$350	\$350		
Sport & Recreation (Cert III)				\$350	\$350
VET Cert			\$200	\$200	\$200
Workplace Learning per placement				\$150	\$150
AFL Academy	\$350	\$200			
AFLW Academy	\$350	\$200			
Netball Academy	\$350	\$200	\$350		
Basketball Academy	\$350	\$200	\$350		
Non-Compulsory Tours Cost yet to be determined					

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.