Schedule of Fees and Levies for 2017  
(Australian Residents Only)

<table>
<thead>
<tr>
<th>TUITION FEES AND OTHER CHARGES</th>
<th>per Term</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$1,735.00</td>
<td>$6,940.00</td>
</tr>
<tr>
<td>General Purpose Levy (GPL)</td>
<td>157.50</td>
<td>630.00</td>
</tr>
<tr>
<td>Technology Levy</td>
<td>60.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Capital Levy (capped at two (2) students per family)</td>
<td>141.25</td>
<td>565.00</td>
</tr>
<tr>
<td>P and F Levy (per family)</td>
<td>15.00</td>
<td>60.00</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td>$2,108.75</td>
<td>$8,435.00</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>BOARDING STUDENTS</th>
<th>per Term</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Boarding Fees (GST $183 per Term)</td>
<td>$5,266.25</td>
<td>$21,065.00</td>
</tr>
<tr>
<td>Total Tuition and Full Boarding Fees</td>
<td>$7,375.00</td>
<td>$29,500.00</td>
</tr>
<tr>
<td>Weekly Boarding Fees (GST $149 per Term)</td>
<td>$4,798.50</td>
<td>$19,194.00</td>
</tr>
<tr>
<td>Total Tuition and Weekly Boarding Fees</td>
<td>$6,907.25</td>
<td>$27,629.00</td>
</tr>
</tbody>
</table>

Refer to Fee Discounts and Concessions ¹ for details on Early Payment Discount - 3% for payment annually. Casual boarding will be considered on application to the Principal, and if approved, appropriate charges will be processed to your account. Examples of “extras” are noted on page 3 of the Schedule.

**PAYMENT OPTIONS and DUE DATES**

The College fee structure and budget relies on the prompt payment of fees. Tuition and boarding fees are charged in advance by the term for the four terms of the school year.

Our preferred payment options are:
- Direct Debit – quarterly, monthly or fortnightly; or
- Credit Card – monthly.

Forms are available from our Office or via our website. Additional payment options are available where “extras” such as specific subject levies and charges are invoiced to your account. “Extras” must be paid within 30 days of being charged.

Statements are issued monthly (towards the beginning of each month) to enable parents or guardians to monitor and review the statement for any additional levies or charges.

Your account is also able to be accessed at any time through our secure Parent Portal.

If fees are not paid by the College’s preferred payment options, the full term’s fees must be paid by the Friday prior to the first week of each term: 20 January 2017, 14 April 2017, 14 July 2017, 29 September 2017.

¹ **FEE DISCOUNTS AND CONCESSIONS**

**Early Payment Discount** (applies to annual upfront payment):

3% of Day Student and Boarding Student Fees (excluding P and F Levy) if the annual fee is paid by Friday, 20 January 2017.

**Family Discount**

The family discount on tuition and boarding fees is as follows and will be reflected on your statement.

<table>
<thead>
<tr>
<th>No. of Students</th>
<th>Tuition Fee Discount</th>
<th>Boarding Fee Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the 2nd student</td>
<td>10%</td>
<td>5%</td>
</tr>
<tr>
<td>For the 3rd &amp; subsequent student</td>
<td>15%</td>
<td>10%</td>
</tr>
</tbody>
</table>

There is no sibling discount on:
- the General Purpose Levy (GPL), or
- the Technology Levy, or
- the Capital Levy, or
- the food component of the boarding fee.
**Bursaries and Hardship Concessions**
The College has the ability to provide a **limited number of fee concessions and bursaries** each year. Concessions will be considered by the Principal where a demonstrated need exists due to financial circumstances. Please contact the Business & Finance Manager for an initial discussion. An application form must be completed prior to a meeting with the Principal and appropriate evidence provided to support the financial position. All applications will be treated with the strictest of confidence and only the Principal has the discretion to grant financial hardship concessions.

**Government Programs**
Please contact the following relevant agencies to establish eligibility:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Away from Home Allowance</td>
<td>Education Qld</td>
<td>1800 248 997</td>
</tr>
<tr>
<td>Assistance for Isolated Children</td>
<td>Centrelink</td>
<td>132 318</td>
</tr>
<tr>
<td>Family Tax Benefit</td>
<td>Centrelink</td>
<td>136 150</td>
</tr>
<tr>
<td>Youth Allowance</td>
<td>Centrelink</td>
<td>132 490</td>
</tr>
<tr>
<td>Abstudy</td>
<td>Centrelink</td>
<td>1800 132 317</td>
</tr>
</tbody>
</table>

**Non-Government Schools Transport Assistance**
This assistance is organised and paid through Queensland Catholic Education Commission (QCEC). More information is available via www.schooltransport.com.au.

**Overdue Accounts**
Overdue accounts will attract an administration charge. St Ursula’s College reserves the right to cancel a student’s enrolment should the account continue to be overdue with no alternative payment arrangement in place or a current arrangement is continually breached. Please refer to the Debt Management Policy for further information.

**Please note:** Previous payment arrangements cannot be assumed as continuing and must be negotiated annually.

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2 **CAPITAL LEVY AND TAX DEDUCTIBLE BUILDING FUND**
The compulsory **Capital Levy** is necessary to assist with capital projects of the College and is an integral source of funds to meet the continued need for modern and effective facilities provided by the College. The capital levy cost is not tax deductible. The ‘per student’ charge is capped at two (2) students per family.

Additional voluntary capital donations made to the School Building Fund are tax deductible. Please contact the Finance Department for further details.

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3 **PARENTS AND FRIENDS LEVY**
A levy of $60 per family per annum (ie $15 per family per term) will be charged to the parent or guardian’s account. This compulsory levy is administered by the College with funds collected and forwarded to the P and F Association for their projects.

**APPLICATION AND ENROLMENT FEES**
**Application Fee:** A non refundable application fee of $110 per student (including GST) is payable when submitting an application form for enrolment and payment of this fee commences the application process. The fee is used for administration and registration of the enrolment.

**Enrolment Fee:** The student’s place will be confirmed on the payment of a non refundable enrolment fee ($300 day student or $500 boarding student) for all students enrolled after 1 January 2010. This enrolment fee must be paid prior to commencement of the student’s first day at the College.

**FEE INCLUSIONS**

**The TUITION FEES, GENERAL PURPOSE LEVY (GPL) and TECHNOLOGY LEVY** includes:
- Tuition and Curriculum.
- All year level camps and retreats.
- College Laptop/Notebook and installed software. All students are provided a MacBook Air for use at the College and at home whilst enrolled. This is the property of the College and is to be returned at times as requested by the IT Department and at the end of enrolment. There are additional charges for accidental damage and/or theft. Please refer to the MacBook Air 1-to-1 Handbook for costs where damage is deemed to be caused by disregard to care guidelines.
- Wireless Internet access and IT Technical Support for school related Laptop issues.
- Textbooks (the Queensland State Government grants a Textbook Allowance directly to the College. For old residents this covers all textbook costs).
- All Alternative Learning Days (ALDs) and special Pastoral and Academic Care days.
- Student badge and ID.
- Comprehensive student diary.
- Student Counsellor and Pastoral Care support.
- College magazine.
- Locker hire (student provides own lock).
- Career Avenue Testing Year 10.
- Competition and sports nomination fees for curriculum related sport.
- General sport and options.
- Subject selection handbooks, QCS handbook and testing.
- Some special presentations e.g. Multimedia, Brainstorm.
- Some special competitions which encompass all grades.
- Bus transport to all College sport carnivals (ie athletics, swimming & cross country).
- Transport for all curriculum Options.
- Printing to general printers.
- 24/7 School Student Accident Insurance.

**Items not included (‘extras’):**
The following items are not included in the General Purpose Levy and have been referred to as ‘extras’. These extra items are charged to your account or paid up front in the case of co-curriculum tours, uniforms, Year 12 formal and defensive driving school classes:
- Subject levy costs (refer to the Junior and Senior Handbooks).
- Textbooks (for Non Queensland residents only a book hire fee will be charged to the account).
- Costs for associated subject excursions.
- Sport outside school hours (e.g. futsal, netball, soccer, volleyball, equestrian).
- Replacement name badge, ID, student diary.
- Photos (school, sport, boarding house or Year 12).
- School based work experience costs and transport.
- TAFE course costs.
- Year 12 jersey.
- Defensive Driving School classes.
“Extras” not included continued:
- Tickets to the College musical, drama or media productions.
- Hospitality and/or Home Economic materials (e.g. apron and knife given out in classes).
- Hire of musical instruments.
- College uniform, stationary, class workbooks and book list items. (These are available from our Retail Shop.)
- Co-curriculum tours (including overseas).
- Notebook charges in event of damage or loss.
- Other activities will be charged to your account from time to time. The College strives to keep these costs to a minimum and parents or guardians will be notified of these activities in advance and charged to the account as the activities occur.
- Private tutoring costs for both day and boarding students are paid direct to the Tutor. Tutoring costs may include but are not limited to:
  - Private music tuition,
  - Private coaching of tennis, swimming etc.,
  - Academic tutoring.

BOARDING FEES inclusions:
- Accommodation.
- Food (GST applies).
- Cleaning and catering.
- Equipment and resources.
- Health Centre and Nursing services.
- Laundry facilities – dryer for a small fee (note: dry cleaning is an extra cost and charged to accounts).
- Residential and supervisory staff.
- Boarding ‘in house’ movies.
- In house and inter house activities.
- Use of College swimming pool under after-hours supervision.

The following boarding costs are charged extra to the account:
- Gym visits.
- Elective ‘out of school’ activities and weekend excursions – only if unable to be paid upfront.
- Dry cleaning.
- Taxi costs for College-related sporting events.
- School based work experience costs and transport.
- TAFE course costs and transport where invoiced to the College.
- Extra costs associated with curriculum subjects and excursions.

The following boarding costs are to be paid direct to suppliers and will not be charged to the account:
- Gym visits.
- Elective ‘out of school’ activities where payment can be made direct.
- Home travel, bus depot, airport transfers. Parents are to book.
- Boarder’s clothing e.g. Jersey, is to be paid direct to Retail Shop.
- Toiletries and incidentals are available for purchase from the Retail Shop.
- Doctors and dentist appointments and associated pharmaceutical needs are to be paid direct.
- All private Taxi costs. All students must hold a taxi card or prepaid travel vouchers for private travel.

OTHER TERMS

ABSENCES
No fee deduction is made for any delays in a student returning at the beginning of term or for absence during the term.

ENROLMENT
Due to increasing demand the College will interview applicants 18-24 months prior to commencement. As a result of a successful interview a place will be offered to the applicant. A letter of offer and an invoice for the applicable non refundable enrolment fee will be sent offering a position.

A current and correctly completed enrolment form is required at the time of the student commencing with St Ursula’s College. This enrolment form is a binding contract and must be held on the College file at all times for legal reasons.

ENROLMENT – CANCELLATION – TERMINATION FEE
Day and boarding facilities require long term planning and staffing arrangements which cannot be adjusted at short notice. Therefore in the event of a student’s withdrawal of enrolment either before (after the enrolment fee has been paid) or after commencement at the College, one full term’s notice must be given in writing addressed to the Principal.
If this required notice is not given the following charges will apply:
- Day student - a full term’s tuition fee will be charged in lieu of notice.
- Boarding student - a full term tuition fee plus a full term boarding fee will be charged in lieu of notice. This applies for both full and weekly boarders.

No refund of fees will be given unless at the discretion of the Principal.

The same notice and conditions apply where a student is to change status e.g. boarder to day student.

FEE INCREASES
Fee increases may occur during the year if necessary in accordance with increases in salaries and other costs not immediately reflected in Government funding.

GST
GST is applied to the provision of meals in the Boarding School. GST is also applicable on activities that are not directly related to curriculum. If GST is charged it is clearly noted on the monthly School Account (Tax Invoice).

TEXTBOOK HIRE SCHEME
Non return of hire items
If hired items have not been returned to the College by the required date, the full price of the non returned hire item will be charged to the parent or guardian’s account.
If the hired item is returned within one week of the next term, a refund less an administration fee of $5 will be credited to the account. No refund will be provided after this time.

NOTEBOOKS/LAPTOPS
MacBook Airs are the property of the College. If a MacBook Air is not returned by a student who is leaving the College, Parents or Caregivers will be charged $1,800 to their account. This charge will recoup the cost of the MacBook Air and the installed programs. Please refer to the 1-to-1 MacBook Air Program Handbook

<table>
<thead>
<tr>
<th>Type of Charge</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss, theft or damage where negligence, carelessness, inattention, apparent disregard or malice is ruled out.</td>
<td>$250 per incident</td>
</tr>
<tr>
<td>Loss, theft or damage as a result of negligence, carelessness, inattention, apparent disregard or malice.</td>
<td>Invoiced cost to the College by repairer (plus administration fee). Maximum replacement cost is $1,800.</td>
</tr>
<tr>
<td>Cracked or damaged clear case</td>
<td>$60 (for each replacement)</td>
</tr>
<tr>
<td>Damaged Tanc bag (protective bag)</td>
<td>$50 (for each replacement)</td>
</tr>
<tr>
<td>Removal of permanent pen marks from MacBook Air</td>
<td>Invoiced cost to College by repairer (plus administration fee)</td>
</tr>
<tr>
<td>Replacement Apple power adapter</td>
<td>Invoiced cost to College by repairer (plus administration fee). Approximately $140.</td>
</tr>
<tr>
<td>Negligent use or the installation of non-approved software/applications</td>
<td>$50 (administration fee)</td>
</tr>
<tr>
<td>Non-return of MacBook Air to the College when student leaves</td>
<td>$1,800</td>
</tr>
</tbody>
</table>

REFUNDABLE BOND
For students enrolled prior to 1 January 2010, the enrolment bond will be refunded at the completion of the student’s education at St Ursula's College providing the following criteria are met:
- Termination of enrolment conditions have been met (as set out below).
- All costs incurred have been settled with the College as at the date of student’s final day of school (this includes but is not limited to the College account, Retail Shop account, all hired textbooks, notebook/laptop and other College equipment returned in good order).
- Any hardship concession received during the student’s education negates any refund of the enrolment bond paid prior to 1 January 2010.

If for some reason the above criteria cannot be met, the refund of the enrolment bond is at the sole discretion of the Principal. Should a student be withdrawn from the College prior to the end of Year 12 the refundable bond will only be refunded at the discretion of the Principal.
DEBT MANAGEMENT POLICY

St Ursula’s College, Toowoomba requires all fees to be paid in a timely manner to assist with budgeting and operational aspects of the College. The College is a non-profit organisation and therefore payment of fees is critical to cash flow and the provision of excellent educational services.

PURPOSE

The purpose of this policy is to clearly set out the responsibilities and obligations of parents or guardians who enrol their daughter/s at St Ursula’s College.

POLICY DETAIL

1. Fee invoice/statements for each term’s fees will be issued during the holidays prior to the commencement of each term.

2. The College’s preferred payment options are:
   a. Periodic Direct Debit (the College will withdraw from your bank account quarterly, monthly or fortnightly), or
   b. Credit Card (automatic monthly payment).

If fees are not paid by the College’s preferred payment options, full payment of term fees, as invoiced, is due by the Friday prior to the first week of each term.

3. Parents who cannot pay their term’s fees on time or via the preferred payment options above are required to meet or speak with the Finance Department before the payment becomes due to establish a mutually acceptable payment schedule to reduce their account in the shortest time possible. Genuine cases of sudden or unexpected financial loss or hardship must contact the Principal to discuss this matter and to make suitable arrangements.

4. Parents who develop a history of late payment of fees will be required to pay in advance for curricular and co-curricular excursion costs prior to their daughter participating in these events or activities. Any outstanding fees will prohibit a student from attending or participating in any tours organised by the College. This includes sporting activities, cultural tours, overseas tours and activities that incur cost to the College which would normally be transferred to the parents or guardian. This may also apply to those families who receive bursaries and concessions.

5. Parents or guardians wishing to withdraw their daughter/s from the College must give one term’s notice to the Principal in writing. If this required notice is not given – a full term’s tuition fees for day students and/or a full term’s fees for tuition and boarding fees for boarding students will be charged to the account in lieu of notice.

CONSEQUENCES

1. Parents or guardians who fail to meet their obligations as per this policy may have the enrolment of their daughter/s terminated.

2. Where the term’s fee remains outstanding, a 1.5% account keeping fee will be charged to all accounts (excluding those which are on acceptable periodic payment plans).

3. Failure to meet required payments or establish an agreed payment schedule or after repeated failure to meet negotiated payment schedules will entitle the College to direct unpaid accounts to a Mercantile Agent or the Small Claims Court and/or terminate the enrolment of the student/s.

A 15% administration charge plus GST (calculated on the outstanding balance) will be charged to the account once it has been lodged with a Mercantile Agent for recovery.