



St Ursula's College

TOOWOOMBA

Fees Policy

January 2022

CRICOS No. 03033M

Updated
December 2021



FEE POLICY

Overview

St Ursula's College, Toowoomba is an independent Catholic girls day and boarding school. It is a Company Limited by Guarantee governed by a Board of Directors. The College is a non-profit organisation and, therefore, payment of fees is critical to cash flow and the provision of educational services.

The College aims to:

- educate young women for critical discernment of heart and mind;
- develop and deliver a curriculum that responds effectively to the individual needs of students, while challenging them to strive to achieve their personal best;
- develop and promote the St Ursula's community in the Ursuline tradition in a contemporary Catholic learning community.

In establishing school fees, the College is guided by its Mission, values and Catholic tradition in determining financial arrangements related to fees. Extending support to families in need is integral to our Catholic ethos and we remain committed to ensuring all reasonable measures are taken in maintaining support and financial sustainability. It is important, however, to recognise that the quality education provided by the College, is dependent upon the prompt payment of fees that are essential to supplementing government funding and responding to the educational needs of students.

The College acknowledges the commitment made by families who have chosen to send their daughters to the College. The College Board sets the fees at a level that enables the provision of excellence in teaching and learning and ensures operational functioning of the College. In addition, the College must budget for ongoing maintenance, repayment of capital loans, refurbishments and new building projects.

As the majority of the College's annual recurrent income is derived from fees, it is vital that fees are paid on time to ensure the continued efficient financial management of the College. There are various fee options available to families to support the payment of fees.

Fee Schedules are reviewed and approved annually by the College Board and published in advance of the forthcoming year. The College reserves the right to update and change the College Fee Policy and at such times, this will be communicated to families.



ADDRESS

38 Taylor Street
PO BOX 2284, Toowoomba QLD 4350



CONTACT

(07) 4632 7611
admin@st-ursula.qld.edu.au



CONNECT

st-ursula.qld.edu.au



ABN 27 122 661 858
CRICOS 03033M

Fee Types

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. This enrolment fee must be paid prior to commencement of the student's first day at the College.

Scholarship Fee

A non-refundable application fee of \$50 is payable as part of the Scholarship application process. Please note the application fee is only payable once regardless of the number of scholarship categories selected.

Tuition Fee

Tuition and Boarding fees are charged in advance by the term and are payable by the Friday before the start of each term. See the Fee Schedule for details.

Levy Types

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 contemporary 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 (accounts@st-ursula.qld.edu.au) for further details.

Co-Curricular Programs

Optional activities which are additional to the College curriculum are charged separately and must be paid up front. This includes (but not limited to): non-curricular sport, musical and cultural groups, social activities, debating and the Year 12 Formal.

Parents & Friends Levy

A levy per family per annum 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 & F Association for their projects. Details of the P & F activities can be found on the Parent Dashboard.



ADDRESS
38 Taylor Street
PO BOX 2284, Toowoomba QLD 4350



CONTACT
(07) 4632 7611
admin@st-ursula.qld.edu.au



CONNECT
st-ursula.qld.edu.au



ABN 27 122 661 858
CRICOS 03033M

Technology Levy

This levy supports the high level of Information Communication Technology (ICT) integration that the College provides. The levy provides for and maintains our ICT infrastructure – our high-speed broadband link, wireless network, hardware, student laptops, software, ICT skills that supports the Australian Curriculum.

General Purpose Levy

This levy covers specific non-curriculum expenses that are for the benefit of all students.

Boarding Activity Levy

A levy is charged to all full-time boarders to cover 'out of school' activities such as trips and in-house activities on closed weekends, movies, and socials. Major trips eg State of Origin will be charged separately to accounts. This levy is inclusive of GST.

Additional Subject Levy

Additional subject levies are charged to the account as applicable, these can include: Art, Food & Technology and Textiles.

Other Fee Terms and Conditions

Absences

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

Fees will not be reduced due to illness or other periods of absence from the College.

A student that commences mid-term will be charged pro-rata of the full term's Fees.

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 House and for the Activity Levy. 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).

Resource Loan Scheme – Library (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 hired 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 \$20 will be credited to the account. No refund will be provided after this time.



Laptop Fees

ACER Spin3 laptops are the property of the College. Laptop devices are always the responsibility of the student and families, and in all places (be it at school, at home or in transit).

Any attempted repairs to the device will void the manufacturer warranty and the full replacement cost will be charged to the family.

For more information, please refer to the Laptop Device Program Handbook.

Examples of type of charges	Fee charged to student account
<p>Excess for any repair incidents, accidental or wilful damage.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Spillage of drinks on device</i> • <i>Damage caused by electrical surge / lightning</i> • <i>Accidentally dropped at school, at home, travel between school and home or medical appointment</i> • <i>Damage caused during a slip and fall incident or other accident.</i> • <i>Damage caused when teacher or parent unknowingly leaves the device on the roof of the car and then proceeds to drive away causing the device to fall to the ground</i> • <i>Damage caused lid closing on a pen or pencil</i> 	<p>\$100 excess for the first incident. Only one ADP claim per year.</p> <p>For subsequent incidents, the full invoiced repair cost will be charged to the account</p>
<p>Loss, theft, or damage as a result of negligence, carelessness, inattention, apparent disregard or malice.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Device is left on the ground unattended and driven over by vehicle.</i> 	<p>\$1,800 charged to the student account.</p>
<p>Damaged protective bag.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Bag is torn or cut</i> • <i>Defaced or graffitied markers or stickers.</i> 	<p>\$50</p>
<p>Repair, removal, or defacement of device.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Permanent pen marks on device.</i> • <i>Stickers on the device.</i> 	<p>Full invoiced repair cost to the College will be charged to the student account.</p>
<p>Replacement of accessories (either lost or fails to work in any way).</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Power adapter, stylus pen.</i> 	<p>Full invoiced repair cost to the College will be charged to the student account.</p>
<p>Negligent use or the installation of non-approved software / applications.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • <i>Pirating software, VPN changer etc.</i> 	<p>\$500 administration charge.</p>





ACER Spin3 laptop is not returned to the College for any reason including but not limited to a student leaving the College, theft, device left on public transport	\$1,800 charged to the student account.
--	---

Accidental Damage Protection Insurance (ADP)

Each laptop is covered by an Accidental Damage Protection Insurance plan (ADP). Any repairs that exceed the annual limit covered by insurance will be charged to the family account.

Items that are *not* covered by ADP insurance:

Incident Description	Explanation
Data recovery and other software / setup costs resulting from the laptop being damaged in an accident.	Consequential loss of any kind is not covered.
Laptop accidentally damaged whilst overseas	Any device that is lost, damaged or stolen while located outside of Australia is not covered.
An accidental bump, dent or scratch not affecting the safe use of the laptop	Any damage to the laptop that is cosmetic only is not covered.
Laptop is damaged by a person / party intending to cause harm to an individual and/or property.	Any laptop intentionally damaged by the user, their family, friends/peers, or colleagues is not covered.
Laptop damaged during act out of spite or civil unrest.	Laptop damaged during a fight, brawl, riot, protest, civil commotion, or other hostilities is not covered.
Laptop is damaged by an animal urinating on the device or chewing at the cable or casing, or being used as a shield against rain or damaged from being left in a hot vehicle or beside a heater.	All damage due to external causes including fire, insects, animals, exposure to extreme temperature, sand, dirt, flood, rain or hail, explosion, earthquake, or storm is not covered.
Laptop damaged by inserting a tool or instrument into a port –i.e. LAN/USB port etc.	Any damage resulting from the introduction of a foreign object is not covered.
Laptop is damaged by a car running over the device.	Any damage caused as a result of leaving the device unattended in the path of a vehicle or other machinery is not covered.
Laptop is damaged by another student sitting, kicking, or jumping on a school bag.	Any damage caused from an act of carelessness or blatant disregard for the internal contents of a bag or parcel is not covered.

International Students

Parents and guardians of international students should note that if fees are not paid by the last date of demand that the Department of Immigration will be notified by the College. Please be advised that this may result in the cancellation of the student's visa and immediate cancellation of enrolment at the College.

Enrolment Cancellation Policy

Parents/guardians who wish to withdraw their daughter's enrolment prior to her completion of Year 12 are reminded that one (1) full school term's written notice is required to be provided the College Principal. For example, if your child is not returning in the following year, the Principal must be notified, in writing, at the beginning of Term 3.

Failure to provide this notice to the Principal will result in a penalty payment of one terms fees (including boarding fees if applicable). If the family is under a Bursary / Concession or Scholarship arrangement this Term Fee Penalty will not be pro-rated and the Scholarship discount must be paid in full to the College.

Please note:

The College reserves the right, where necessary, to withdraw enrolment of a student when:

- fees are outstanding at the end of the school year.
- evidence of inability to pay fees is received by the College (e.g. bankruptcy notice).
- agreed commitments for the payment of College fees has not been met;
- blatant disregard of communication notices provided to the family; and
- expulsion of student.

Discounts

Early Payment Discount - Applies to annual payment in advance:

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

If parents/guardians wish to pay tuition and/or boarding fees for a period greater than one year, please contact the College Accounts Department (accounts@st-ursula.qld.edu.au) for a specific quotation.

Family Discount – Applies when one or more siblings of a current enrolled student are enrolled at the same time. The family discount on tuition and boarding fees is automatically applied to the younger sister. A discount of 15% is applied automatically for subsequent siblings.



Please note : There is no sibling discount on the:

- General Purpose Levy (GPL); or
- Technology Levy; or
- Capital Levy; or
- food component of the boarding fee.

Payment of Fees

Our preferred payment methods are listed in the Fee Schedule.

Sundry charges such as, subject levies, excursion costs, and other miscellaneous items are payable upon receipt of our monthly statement.

Financial Assistance Program

Should your family experience financial hardship at any time, we ask that you contact the College immediately so that compassionate considerations can occur. Support for your family could take the form of:

- A Bursary; or
- An Extended Payment Plan.

Parents/guardians seeking either of the above forms of financial assistance will be required to complete a Fee Financial Assistance Application which includes providing supporting financial documentation. A Bursary or Extended Payment Plan application will not be considered without the provision of this required documentation. This documentation is required annually before December.

Bursaries

The College is able to provide a number of bursaries each year. These will be considered by the Principal where a demonstrated need exists due to individual financial circumstances. Please contact the Business Manager for an initial discussion (businessmanager@st-ursula.qld.edu.au). Only the Principal has the discretion to grant bursaries.

If families are in receipt of a bursary, this may prohibit a student from attending or participating in any non-compulsory tours organised by the College. This includes sporting activities, cultural tours, overseas tours, dance tours and activities that incur cost to the College which would normally be transferred to the parents or guardian. This condition also applies if payment is to be made for the tour/trip by other means, for example grandparents or other family members.

Please note, bursaries and extended payment plans are an annual agreement and need to be applied for on an annual basis.



ADDRESS
38 Taylor Street
PO BOX 2284, Toowoomba QLD 4350



CONTACT
(07) 4632 7611
admin@st-ursula.qld.edu.au



CONNECT
st-ursula.qld.edu.au



ABN 27 122 661 858
CRICOS 03033M



Extended Payment Plan

This facility allows a family to commit to paying College fees over an extended period, without incurring any penalty fees.

Edstart

St Ursula's College has also partnered with Edstart to help manage school fee payments with affordable payment plan options. Edstart is an independent organisation that provides financing options to smooth the payment of your school fees over 1 year (interest free) and 5-year terms. <https://edstart.com.au/st-ursulas-toowoomba>

Late Payment

The College supports equitable principles regarding the payment of school fees. It is a condition of acceptance of each student into the College, that parents / guardians meet their obligations to pay their fees on time.

Each parent/guardian is jointly and severally liable for costs incurred by the College including legal costs in recovering or attempting to recover fees or charges payable.

Students will not be enrolled in optional co-curricular or other related school programs such as overseas excursions unless fees are up to date, or a payment arrangement is in place.

Parents/guardians 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.

If school fees and additional charges such as subject levies are eight (8) weeks in arrears, a late payment administration fee of \$150 will apply each Term. A dishonoured direct debit will incur a fee of \$10 fee for each occurrence.

In fairness to families who pay their school fees, the College will follow up on all overdue school fee accounts. If fees are overdue, the following collection procedures will commence:

Fees due	Friday before each term starts
Friendly reminder letter to parents whose fees have not been paid.	Week 1
Overdue letter 1 to parents	Week 3
Overdue letter 2 to parents	Week 6
If fees are still unpaid, \$150 penalty charged to the account	Week 8





Final notice with an additional \$50 charged to the account	Week 10
Referral to debt collection agency or solicitors	Week 11

The College's intention is to ensure that the financial relationship that we have with our families remains amicable. However, failure to respond to the above letters will entitle the College to direct unpaid accounts to a collection agency/solicitor and/or terminate the enrolment of the student/s. Any recovery costs incurred by the College including, but not limited to, letters of demand/skip and trace and solicitor involvement will be added to the amount outstanding.

Parents / Guardians with Students in Year 12

Parents/guardians of Year 12 students will need to have paid all tuition, boarding and other incidental charges prior to the end of Term 3. Refer to Fee Schedule for Due Dates.

Analysis of the account will be conducted at the end of Term 2 to ascertain if the account is on track for full payment to be received by due date. Relevant letters will then be sent in accordance with the account status:

- on track to meet due date; or
- on payment arrangement with small balance owing; or
- urgent action required. Meeting required with Principal or Business Manager.

Statements for any incidental charges will continue to be sent on a monthly basis.

