

7 November 2016

Dear Parents / Guardians

FEES FOR 2017 COLLEGE YEAR

Please find enclosed a range of documents associated with 2017 fees and payment options:

- Annual College Fees Table 2017
- College Fees Payment Advice 2017
- Direct Debit Payment Schedule for 2017
- Worksheet for Direct Debit Calculations 2017
- Bank Account Direct Debiting and Credit Card Debiting Request form for 2017
- Customer Direct Debit Request Service Agreement for 2017

Please review the documents and payment options, indicate your preferred method of payment on the College Fees Payment Advice 2017, and return that form to the College by **2 December 2016**. If opting to make direct debit payments in 2017, please also return the appropriate Direct Debiting Request form for 2017, along with your completed Direct Debit Calculations Worksheet, by **2 December 2016**. Payment Worksheets and Direct Debit Requests do NOT carry from one year to the next, and need to be renewed each year.

Important Dates for the year ahead

Friday 2 December 2016	All families return their College Fees Payment Advice 2017 form, and if applicable Direct Debit Request form for 2017 and completed Worksheet to the College Finance Department.
Monday 23 January 2017	Annual Fees due by close of business (to receive the 3% discount)
Monday 23 January 2017	Term 1 Fees due by close of business
Thursday 26 January 2017	First Fortnightly Direct Debit from Bank Account
Thursday 26 January 2017	First Monthly Direct Debit from Bank Account
Friday 27 January 2017	First Monthly Credit Card Direct Debit
Tuesday 18 April 2017	Term 2 Fees and Term 1 miscellaneous charges due
Tuesday 11 July 2017	Term 3 Fees and Term 2 miscellaneous charges due
Tuesday 3 October 2017	Term 4 Fees and Term 3 miscellaneous charges due
Friday 17 November 2017	Final Day for Payment of Exiting Families with Year 12 students
Monday 27 November 2017	Final Monthly Direct Debit from Bank Account
Monday 27 November 2017	Final Monthly Credit Card Direct Debit
Thursday 30 November 2017	Final Fortnightly Direct Debit from Bank Account
Friday 1 December 2017	Term 4 miscellaneous charges due - all accounts to be paid in full

The details for the 2017 College year are outlined below.

Fees

The College's education programs and facilities are funded by College fees and are highly dependent upon accounts being paid on time. Accordingly, parent support in making payment of College fees a

priority is appreciated. Tuition fees will be charged to parent accounts once per term unless parents opt to pay upfront for the full year. Charges for miscellaneous costs such as consumables and camps will be charged as incurred. Lost or damaged library books are to be replaced at the replacement value of the book and the charge will be included on the Parent Fee Account. These additional charges if any, are payable by the applicable due date each Term.

Statements will be issued for each term in January, April, July and September, and again in December if required. Statements will be distributed via email to the email billing address provided to the College. These statements will also be published online in Parent Lounge, which can be accessed through Parents Online on the College Website, My St John's Page.

Timing of Payments and Discount Entitlements

The College offers the following options:

Annual Payments:

The 3% discount for annual payment only applies if the payment for the full year's tuition is received by the College before the close of business on 23 January 2017, the first day of Term 1. No extension of this payment date can be made available; please allow for Public Holidays and financial institution processing times. Accounts will be billed for the full amount and the discount will be deducted from the account upon receipt of payment. The Annual Discount will be calculated after sibling discounts are applied. Prepayment of fees for more than one year is possible; please contact the College Finance Department for further details about discounts available.

Term in advance:

Those parents who wish to pay College fees by term should note that fees are due and payable at the commencement of each term.

Monthly and fortnightly payments:

Monthly and fortnightly payments occur in accordance with scheduled payments as laid out in the Direct Debit Payment Schedule.

Payment Methods:

The College accepts the following preferred payment options to facilitate the prompt payment of fees:

PayWay payments can be made via credit card (Visa or Mastercard) over the internet through our secure TASS Parent Lounge portal. This can be accessed through the College website My St John's page, which will provide a link to the Parent Online, then subsequently to Parent Lounge.

BPAY Payments may be made via the BPAY system. All College parent accounts are BPAY ready. Your Biller Code (049353) and Reference Number are located on your Statement of Account.

Direct Debit arrangements may be made from a bank account on a fortnightly or monthly basis or from a credit card account (Visa or MasterCard) on a monthly basis, in accordance with the Direct Debit Payment Schedule for 2017. If these dates are not suitable, please contact the College Finance Department on 33720121 to discuss an alternative arrangement.

All fees paid using a direct debit arrangement must be paid in full by the final respective processing date for the year. Miscellaneous items (e.g. music consumables, unreturned library books, camps, etc) are charged separately to your fee account. These accounts are not covered by your direct debit payment but are payable by the first day of the Term following the date of the charge. These

charges can be paid separately or the College Finance Department can be contacted to arrange an increase in your direct debit payment. Please retain a copy of your calculation sheet so you can determine what charges are not included in your direct debit, when you receive your statement. The College reserves the right to continue with direct debit payments beyond the advised final date until all outstanding fees are cleared.

Please note that a **new** Direct Debit Authority is required each year and to ensure that your Direct Debit Authority has been received by the College Finance Department for 2017, please check that your first direct debit for the year has been processed from your bank account or credit card on the appropriate scheduled date. Please accept that the administrative costs of managing rejected Direct Debit payments are high. Any scheduled Direct Debit payment that is rejected or dishonoured will incur an administration charge of \$50.00, which will be charged to your fee account.

College Reception

Office hours are 8:00am to 4:00pm weekdays. The office is open during all College holidays except between 22 December 2016 to 2 January 2017 inclusive, reopening on 3 January 2017. Payments accepted are EFTPOS (Bank Account, Visa and Mastercard), cash and cheque payments. Any cheques banked that are subsequently dishonoured will attract an administration fee of \$50.00.

Centrepay Deductions

Centrepay Deductions is a free direct bill paying service available to parents who receive a Centrelink payment. Please contact the College Finance Department or Centrelink if you would like more details, or the Human Services website – humanservices.gov.au/Centrepay for more information.

Late Payment of Fees:

It is important that tuition fees are paid by the due date to ensure the College can continue to maintain high quality educational standards for students. If the account remains unpaid, the following may occur:

- Your child's enrolment may be cancelled at the discretion of the Head of College, re-enrolment of the student may be withheld, or the student may be suspended until all fees are paid. No reduction in fees will be given for such a period of suspension.
- Action to recover the outstanding amount may follow, and you will be responsible for all additional legal and collection charges incurred to settle the account.

It is College Policy to charge a monthly Administration Charge of \$50.00 on those accounts that are in arrears, to cover our administration and collection costs. This will apply where satisfactory payment arrangements have not been entered into and maintained.

The College does acknowledge that situations arise that cause financial hardship. Parents are urged to ensure accounts are paid on time but, where necessary, advice and reason for delay in payment should be communicated to the College Finance Department by telephoning 3372 0121, or emailing finance@sjac.qld.edu.au.

Please note however that parents/guardians will not be permitted to enrol their children in extra-curricular College activities which involve a significant cost, unless the agreed College fees have been paid, and the College reserves the right to withhold College reports and/or Year 12 Certificates, if fees remain unpaid at the end of the term. Any scholarships awarded may be forfeited and will become immediately due and payable where fees are not paid in full by the due date.

Withdrawal of a Student prior to the end of Year 12:

As the College makes plans in advance for resources for students and teachers, it is essential if a student is to leave the College, for parents to provide written notice to the College Registrar.

- No later than the first day of the term at the end of which the student intends to leave, or
- No later than the first day of the immediately preceding term, if the student intends to leave during a term.

Parents who do not provide sufficient notice of exit will be liable to pay or forfeit (as the case may be), to the College one term's fees and charges in lieu of notice.

Confidentiality:

The College adheres to the Australian Privacy Principles as set out in the Privacy Act (Cth) 1988 (as amended 2012). Further details are available in the College's Privacy Procedure located on the College's website. www.stjohnsanglicancollege.com.au

Family Discounts:

Acknowledging the cost burden for parents of more than one student at the College, we continue to offer sibling discounts. Please note however the eldest child concurrently attending will always be levied 100% of the standard fee, unless in receipt of a scholarship (and sibling discounts will not apply where one child is in receipt of a scholarship except at the discretion of the Head of College).

Kindergarten Fees:

Kindergarten fees do not attract Government rebates for families on either the Early Start 5 Day fortnight or the fulltime program. Only the 5 Day fortnight Kindergarten program is subsidized by the government. This subsidy is paid to the College and is reflected in the lower 5 Day fortnight program fees. Child Care Benefit subsidies will be claimable by parents with children enrolled in Before or After Kindergarten Care.

Please do not hesitate to contact the Finance Team or myself should you have any queries or require any assistance with your 2017 fees.

Yours sincerely



Mr. Joe McMeniman
Chief Financial Officer

WHAT DO I NEED TO DO NOW?

- Complete and sign the College Fees Payment Advice 2017 after nominating payment method.
- Calculate your fortnightly or monthly payment amount using the Worksheet as a guide.
- Complete and sign the Direct Debit Request if you have chosen to take advantage of the Direct Debit system.
- Return all of the above forms including the worksheet to the College Finance Department by **Friday 2 December 2016.**