

02 November 2021

Dear Parents / Guardians



FEES FOR 2022 COLLEGE YEAR

Please find enclosed a range of documents associated with 2022 fees and payment options:

- Annual College Fees Schedule 2022
- College Fees Payment Advice 2022
- Direct Debit Payment Schedule for 2022
- Worksheet for Direct Debit Calculations 2022
- Bank Account Direct Debiting and Credit Card Debiting Request form for 2022
- Customer Direct Debit Request Service Agreement for 2022

Please review the documents and payment options, indicate your preferred method of payment on the College Fees Payment Advice 2022, and return that form to the College by 2 December **2021**. If opting to make direct debit payments in 2022, please **also** return the appropriate Direct Debiting Request form for 2022, along with your completed Direct Debit Calculations Worksheet, by **2 December 2021**. 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

Thursday 2 December 2021	All families return their College Fees Payment Advice 2022 form, and if applicable Direct Debit Request form for 2022 and completed Worksheet to the College Finance Department.
Monday 24 January 2022	Annual Fees due by close of business (to receive the 2.5% discount)
Monday 24 January 2022	Term 1 Fees due by close of business
Thursday 27 January 2022	First Fortnightly Direct Debit from Bank Account
Tuesday 1 February 2022	First Monthly Direct Debit from Bank Account or Credit Card
Wednesday 20 April 2022	Term 2 Fees and Term 1 miscellaneous charges due
Tuesday 12 July 2022	Term 3 Fees and Term 2 miscellaneous charges due
Tuesday 4 October 2022	Term 4 Fees and Term 3 miscellaneous charges due
Thursday 17 November 2022	Final Fortnightly Direct Debit from Bank Account Scheduled
Friday 18 November 2022	Final Day for Payment of Exiting Families with Year 12 students
Tuesday 1 November 2022	Final Monthly Direct Debit from Bank Account or Credit Card Scheduled
Friday 25 November 2022	Term 4 miscellaneous charges due - all accounts to be paid in full

The details for the 2022 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. The general and camp levies are charged once per year in term one. Charges for elected music tuition and consumables will be charged at the end of each term. 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.

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 and are accessible through your My StJohn's account. Parents are also able to look up their account balances through My StJohn's.

Year 12 Fees

Due to the changes in the Queensland education and examination system in 2020, the total year 12 fees will continue to be billed over three terms, with the final payment due on Tuesday 12 July 2022.

Timing of Payments and Discount Entitlements

The College offers the following options:

Annual Payments:

The 2.5% 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 24 January 2022, the first day of Term 1. No extension of this payment date will be permitted; please allow for Public Holidays and financial institution processing times. Accounts will be billed for the full amount and upon receipt of payment (either gross or net), the discount will be retrospectively applied to the account in February 2022. The Annual Discount will be calculated after any discount or concession and applies only to the tuition amount.

Term in advance:

The standard payment terms for all families unless otherwise specified are one term in advance. Fees are due and payable at the commencement of each term.

Monthly and fortnightly payments:

For families opting to take advantage of special payment terms, Monthly and fortnightly payments occur in accordance with scheduled payments as laid out in the Direct Debit Payment Schedule. Direct debit forms are required from both parents who are continuing this payment option from 2021 and from new families starting at the College in 2022.

Payment Methods:

PayWay payments can be made via credit card (Visa or Mastercard) over the internet through our secure TASS My StJohn's portal. This can be accessed through the College website My StJohn's link, which will provide a further link to allow you to make a payment to your fee account.

BPAY Payments may be made via the BPAY system. All College parent accounts are BPAY ready. Your Biller Code (49353) and Reference Number are located on your Statement of Account.

Direct Debit arrangements may be made from a bank account or credit card (Visa or Mastercard) on a fortnightly or monthly basis, in accordance with the Direct Debit Payment Schedule for 2022.

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 lessons and unreturned library books) are charged separately to your fee account. These items may not be 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. 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 direct debiting is not an ongoing arrangement and needs to be renewed yearly. A new Direct Debit Authority is required each year. Please accept that the administrative costs of managing rejected Direct Debit payments are high. Any scheduled Direct Debit payment that is rejected or unpaid 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 23 December 2021 to 2 January 2022 inclusive, reopening on 4 January 2022. Payments accepted are EFTPOS (Bank Account, Visa and Mastercard), cash and cheque payments. Any cheques banked that are subsequently returned unpaid 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 Principal, 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.

Please note that waiting lists for enrolment in certain year levels may impact on our ability to welcome back students who wish to return to the College after withdrawal, as the place may have been offered to another student.

Confidentiality:

The College adheres to the Australian Privacy Principles as set out in the Privacy Act (Cth) 1988 (as amended 2018). 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.

Kindergarten Fees:

Kindergarten fees do not attract Government rebates for families on either the pre-age 5 Day fortnight or the fulltime program. Only the 5 Day fortnight Kindergarten program is subsidised by the government for children who have turned four by 30 June. This subsidy is paid to the College and is reflected in the lower 5 Day fortnight program fees. Child Care Benefit and Child Care Rebate subsidies will be claimable by parents with children enrolled in Before or After Kindergarten Care, but not claimable on Kindergarten Tuition fees.

If you hold a Health Care Card or Department of Veteran Affairs Card, you may be eligible for QKFS Plus Kindy Support Subsidy. Please provide a copy of your eligible Health Care Card, including start date and expiry date details to the College Registrar. It is the parent's responsibility to promptly advise any changes to their Health Care Card to the College.

Please do not hesitate to contact the Finance Team or myself should you have any queries or require any assistance with your 2022 fees.

Yours sincerely



Karen Lewis
Business Manager

WHAT DO I NEED TO DO NOW?

- Complete and sign the College Fees Payment Advice 2022 after nominating payment method.
- Calculate your fortnightly or monthly payment amount using the Worksheet as a guide. Please ensure all miscellaneous levies and charges are included, including any College supplied booklist items.
- Complete and sign the Direct Debit Request if you have chosen to take advantage of the Direct Debit system.
- Return **all** the above forms including the worksheet to the College Finance Department by **Thursday 2 December 2021.**