



# Notre Dame College 2025 Fees and Charges

Fees		
Eldest Child	Early Years	Middle Years
	Prep - Year 3	Year 7
Tuition Fee	\$1700.00	\$3030.00
Capital Levy (per family)	\$740.00	\$740.00
Parents & Community Levy (per family)	\$40.00	\$40.00
Resource Levy	\$1340.00	\$1950.00
<b>Total</b>	<b>\$3820.00</b>	<b>\$5760.00</b>

## Explanation of sibling discounts for siblings attending Notre Dame College

Sibling discounts on the Tuition Fee are charged in chronological order (i.e. the eldest child is the 1<sup>st</sup> child) and all siblings must be charged to the same account holders to be eligible for the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> child discount.

Sibling discounts are offered as the following percentage on the Tuition Fee:

- second child: discount 25% of first child tuition fee rate
- third child: discount 50% of first child tuition fee rate
- fourth child: discount 75% of first child tuition fee rate
- additional children: no charge for tuition fees

## Siblings at other BCE Schools

BCE sibling discounts on school fees are offered to families with students at another Brisbane Catholic Education school on the Sunshine Coast. 1<sup>st</sup> sibling 5%; 2<sup>nd</sup> sibling 10%; 3<sup>rd</sup> sibling 20% and 4<sup>th</sup> sibling 40%

## Explanation of fees and levies

Capital Levy	To cover repayments on buildings and maintenance Charged per family
Parents and Community Levy	To support the work of parents and the community within the college Charged per family
Resource Levy	This levy covers costs as indicated below: <ul style="list-style-type: none"> <li>• College Annual Magazine</li> <li>• Reports</li> <li>• Handbooks</li> <li>• Pastoral activities (except End of Year Function)</li> <li>• Subject costs</li> <li>• Excursions (including camps, retreats)</li> <li>• Most materials for practical subjects</li> <li>• Textbook hire (see last page)</li> </ul>

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|  | <ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Computer and peripheral hardware (Years 4-7)</li> <li>• Class Technology access (P – 3)</li> <li>• \$20.00 per student towards printing costs</li> <li>• IT Support</li> <li>• LAN / WAN facilities</li> <li>• Internet costs</li> </ul> |
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\* If annual fees are paid in full by 31 March 2025 families will receive a 5% discount for 2025.

## Additional Fees

**Term Fees do not include the following:**

- Instrumental music and optional extracurricular activities

**Please note:**

From time to time a student activity/event may arise which may incur an additional charge. Parents will be advised in advance of the details and costs.

## Methods of Payment – School Fees

- BPay
- Online via Mastercard/Visacard through the Parent Portal.
- Agreed Payment Plan by Direct Debit, Credit Card or BPay
- Eftpos – Debit and Credit Cards at the College Finance Office
- Cash at the College Finance Office
- Credit and Debit Card (Visa or MasterCard) via telephone contact with the College Finance Office

**The college does not accept payment by personal or company cheque.**

## Uniform Purchases

The Uniform Retail Centre accepts payment via Credit Card, BPay, Cash or Eftpos at the time of purchase. For orders that will require future collection, mail order/phone order via Credit Card will be accepted.

## Confirmation of Enrolment Fee

A **non-refundable** fee of \$200.00 for the first student of a new family will be charged when the enrolment of the student is confirmed. Upon commencement, the fee will be credited to the first Statement of Fees & Levies issued.

A **non-refundable** fee of \$100.00 for each subsequent student of the family will be charged when the enrolment of that student is confirmed. Upon commencement, the fee will be credited to the first Statement of Fees & Levies issued.

Confirmation of Enrolment Fees can be paid directly through the College website by clicking

the Enrolment tab and selecting 'Fees Payment Online' or via the Parent Portal. Alternatively, payment can be made over the phone with the Finance Office or in person at the College.

## Late Fees

An SMS Reminder Notice will be issued to all families who have not settled the school fee account by the due date where an Agreed Payment Plan is not in place.

All Agreed Payment Plans will be arranged to include a regular schedule that will clear the school fee account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the College Business Manager.

## Concession Information

A fee concession is available for eligible families. This eligibility is available on the basis of a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines.

An application or Concession on Fees form can be obtained by contacting the College Business Manager. The granting of a fee concession is conditional on the family agreeing to the direct debit method (including Centrepay) of school fee payment. Fee concessions are reviewed annually.

Under the conditions of an application for concession, families receiving concession will not be eligible to apply for or attend non-compulsory extra-curricular trips that are offered by the college.

## Conditions Relating to Textbook Hire (Middle / Senior Years)

Notre Dame College operates a "Text Hire Scheme" for both print books and access to digital resources. These are the terms and conditions to which you agree, when your child hires any items from the College's hire scheme, in either print or digital form.

Students are issued with the textbooks/resources at the commencement of the school year or as required during the year, in either print and / or digital form:

- Students will be responsible for **ALL PRINT AND DIGITAL TEXTS AND EQUIPMENT** issued in their name via the textbook hire scheme. **Full replacement cost** will be expected for any **damage, loss or theft of print items or equipment**.
- All books and equipment on hire must be returned to the College **BEFORE** the student leaves school each year. Any print books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear will be charged to the family and requested to be paid for in full before the student leaves the school.

**Any student with print books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme, until all outstanding responsibilities have been met.**

**All students are responsible for the digital versions of textbooks and must remove these from their digital devices at the end of each school year.**

# FEE AND LEVY POLICY

Notre Dame College aims to provide a quality education to all students, and in order for this to be achieved, fees and levies need to be charged.

Fees and Levies collected at Notre Dame College are used for the following purposes which are aligned to the Vision and Mission of the College:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements
- Support the college building program.

The College charges a “Parents and Community Levy” to support the initiatives of the parents and community within the college.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please refer to our concession policy for further information including the concession application process.

## School Fee and Levy Collection Process

1. School fees and levies are charged on an annual basis during the first week of the Term 1 in accordance with School Fees Schedule (available on our website). Fees can be paid via a payment plan (weekly, fortnightly, monthly, per term) by arrangement with the College.
2. Fees are due to be paid within 30 days of the issue of the School Fee Statement. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

- a. Extension of time

If an extension is required, please contact the college finance office prior to when the debt is due.

- b. Payment Plans

Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and/or Business Manager.

- c. Fee Concessions

In cases of financial hardship an application may be made for a fee concession.

- (i) Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
- (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Good Samaritan Catholic College is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education colleges for assessing eligibility.

- (iii) Concession application forms are available at the college finance office.
- (iv) All matters are dealt with on a confidential basis.

#### 4. Recovery of unpaid fees

- a. In fairness to families who pay their school fees regularly and on time, our college will follow up all overdue school fee accounts.
- b. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- c. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- d. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.
- e. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

### **Agreed Payment Plans**

As mentioned in point 3b above, our college offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Business Manager. To establish an Agreed Payment Plan, forms are available on the College website, Parent Portal or from the college finance office.

### **Late Start Enrolment**

New students entering Notre Dame College after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's and/or College Business Manager's discretion.

### **Withdrawal of Enrolment**

Fees will be payable on a pro-rata basis for the term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

### **Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the college, the number of previous leave occurrences and the existence of student waiting lists.

**For further clarification regarding the above school fee and levy collection process, please contact the college finance office.**