

AMBROSE TREACY COLLEGE

Fees Policy



Commonwealth and State Grants provide a major part of the Ambrose Treacy College (the College) income to meet the cost of providing the educational program at the College. Tuition Fees are set annually at the minimum level required to provide sufficient income to meet the ongoing costs of operating the College. Such costs include salaries and wages, purchase of equipment, building loan repayments, maintenance and general operating costs. Tuition Fees are effective from 1 January each year and will remain until such time as they are changed by the College Advisory Council. While the College Advisory Council aims to set fees on an annual basis, it reserves the right to change these at any time.

APPLICATION FEE FOR ADMISSION

To commence the enrolment process a non-refundable Application Fee of \$165 is payable and is designed to cover administration costs associated with enrolments. The fee should be paid upon submission of the Application Form. This fee does not guarantee an interview or a place at the College.

ENROLMENT FEE

All applicants for entry into the College and their parents/caregivers will be interviewed by the Principal or their representative. At the time of acceptance of an offer of enrolment, parents/caregivers will be required to pay an Enrolment Fee. This Fee is required to be paid to demonstrate the firm intention of enrolling parents/caregivers to take up a place held for their son for commencement on a nominated date. The Enrolment Fee for students entering the College will be \$1,075. Of this enrolment fee, \$500 will be refunded and applied to the last term's school fees in Year 12 at the College. In the event of a student withdrawing their enrolment acceptance prior to starting at the College, no refund will apply and similarly if a student leaves before the end of Year 12 the \$500 refund will not be made.

ACCOUNTS AND PAYMENTS

Fee statements will be emailed at least one week prior to the start of each term, with payment due by the first day of term. The College's preferred method of payment is through a regular payment plan facilitated by completing the *School Fee Payment Authority* (i.e. Direct Debit), which is located on the College [Website](#).

Payment on a term-by-term basis, is required in full by the first day of each term. The College offers parents/caregivers two payment options to assist in paying their account on time by the due date – a term payment option and a College administered instalment payment.

Edstart

Edstart offers a flexible and low-cost way to pay for tuition fees over an extended period of time. As well as tuition fees, levies, VET courses, club fees, tours and tournaments, voluntary building fund contributions, uniforms, private music tuition and any amounts outstanding may be included. [Click here](#) to apply online or visit www.edstart.com.au

Term Fee Payment Option

By selecting the option to pay fees via the *Term Payment Option*, parents/caregivers agree to pay each of the four term fees by the first day of each term. Payment of fees is accepted by BPay. Credit card facilities (EFTPOS) are available both at the College Office and via telephone. The College does not accept cash or cheque payments.

Payment by Instalments Option

Fees paid by weekly/fortnightly/monthly/term instalments can be arranged by **completing the [College School Fees Payment Authority](#)** (i.e. Direct Debit) form which is also available on the College [website](#). A direct debit from either your nominated bank account or credit card is available. By selecting the option to pay fees by the Instalment Payment Option, parents/caregivers agree to pay 40 weekly, 20 fortnightly, 10 monthly or 4 term instalment payments on the designated day(s) of each cycle. The first deduction will be made in February, followed by regular deductions that correspond with the chosen cycle. If the designated day is not a working day, the deduction will be made on the first working day after that payment date. All plans will be concluded according to the cycle schedule no later than mid-November.

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SIBLING DISCOUNTS

Discounts are given for brothers who attend the College at the same time on the following basis:

1. First Child: full Tuition Fee payable.
2. Second Child: 10% discount on the basic Tuition Fee. This discount does not apply to any of the Levies imposed by the College.
3. Third and Subsequent Child/ren: 50% discount on the basic Tuition Fee. This discount does not apply to any of the Levies imposed by the College.

These sibling discounts are only available when the siblings attend the College together for the duration of the same school term.

PARENT CONTRACT

Prior to a student being accepted into the College, each parent/caregiver will be asked to sign a contract, the Parent/School Agreement; agreeing to abide by the rules of the College. Part of this agreement stipulates that the parents/caregivers are jointly and severally liable for payment of fees and levies and they agree to abide by the College policy on fees and to remit fees within the prescribed time. This agreement is binding and will remain in force for the period of the student's enrolment at the College.

NON-PAYMENT OF FEES

Parents/Caregivers are reminded of their obligation to contact the College promptly if there is any change regarding fee-paying arrangements. Participation in the College's extra-curricular offerings (e.g. optional Instrumental Music Program, Ski Trip, Japan Tour etc.) is dependent on a student's school fees being up to date and/or a payment plan in place to settle outstanding debt.

Overdue accounts cause great difficulty for the College in meeting its financial obligations. Where parents/caregivers allow accounts to become overdue without contacting the College, either of the following courses of action may be taken by the College:

1. Parents/Caregivers will be required to meet with the Business Manager and/or Principal to discuss the payment of outstanding fees; failure to acknowledge and address outstanding debts may place the student's continued enrolment at risk.
2. The debt may be referred to a commercial recovery agent engaged by the College for action including possible litigation. Any costs incurred by the College for the recovery of school fees will be added to the existing fee account.

REFUND POLICY

Notice of withdrawal of a student must be given in writing to the Principal with at least one full term's notice (3 months). Verbal notification or notification to staff members other than the Principal is not considered due notice. Failure to provide such advice to the College in writing will result in a payment of fees of at least one term's tuition fees in lieu of the required notice.

EDMUND RICE FOUNDATION LEVY

The Edmund Rice Foundation (Australia) is a non-government organisation which supports sustainable development projects in developing countries. The Foundation supports projects which work collaboratively with local communities, are grounded in the expressed needs of those communities, promote continuous improvement and the wellbeing of those communities and deliver a fair distribution of the benefits that result from the projects.

GOODS AND SERVICES TAX

The College is required to comply with the Goods and Services Tax (GST) introduced from July 1, 2000. The basis on which GST is charged to parents/caregivers may vary with changes to the GST legislation or its interpretation by the Australian Taxation Office. Minor amounts may be charged to fee accounts for the GST component of taxable activities (e.g. food supplied on excursions) which occur during the school year.

SUPPORTING DOCUMENTS

[Schedule of Fees](#)