



**BRIGIDINE**  
COLLEGE

**2021**

# **SCHEDULE OF FEES**

**Information, dates, payment methods**

# 2021 SCHEDULE OF FEES



## 1. Enrolment Fees for Prospective Students

Application Fee* – Payable at time of enrolment application	\$150.00
Confirmation Fee* – Payable upon offer of a place	\$500.00
Commitment Fee** - Year prior to entry	\$750.00

\* Non-refundable

\*\*This fee will be credited to your fee account in Term 1 of Year 12. If your daughter leaves prior to Year 12, this fee is non-refundable.

## 2. Annual Year Level Core Fees

Year 7	\$9,784
Year 8	\$9,634
Year 9	\$9,784
Year 10	\$9,634
Year 11	\$9,472
Year 12	\$9,622

The parents/carers of each family unit will be provided with written annual fee levels for their student/s before **31 December** each year. Any known costs such as camps and excursions will be communicated in writing to parents/carers as early as possible.

## 3. Discount for Siblings

Sibling discounts are available to families who have more than one student attending the College at the same time. The discount is off the Annual Year Level Core Fee only. All other costs are payable at the rate advised to the parent/carer.

The sibling discounts for 2021 are:

- \$520 per annum for a second
- \$1,200 per annum per daughter for third and subsequent daughter/s.

## 4. Core Fee Inclusions

Core fees at Brigidine College include the below components. Fees and levies will be adjusted on an annual basis. Please refer to the Fees Policy for further information.

<b>Tuition Fees</b>	Tuition Fees are set annually by the College Board to reflect current costs in the operation of the College.
<b>Information Technology Levy</b>	The College operates a 1:1 laptop program which compliments College curriculum and has proven to provide a more innovative and compelling learning experience.  This levy assists with the provision of student IT resources including software licensing, system and internet access, security, protection, filtering and custody of student IT resources.
<b>Curriculum Levy</b>	Covers costs of curriculum-based activities including most compulsory excursions.

# 2021 SCHEDULE OF FEES



<b>Annual Subject Levy</b>	This levy covers a variety of items including: the cost of materials, a print credit allowance, ID card, diary, College yearbook and Student School Care Accident Insurance.
<b>Textbook Hire Scheme</b>	Brigidine College has an established Textbook Hire Scheme. The purpose of the scheme is to provide a service to the College community by eliminating the necessity and financial imposition of annual textbook purchases. Funds provided by the <i>State Government Textbook and Resource Allowance Scheme</i> for parents is paid directly to the College. A small Levy is incorporated in the core fees and subsidises the government scheme.
<b>Capital Levy</b>	The Capital Levy is an integral source of funds which assists in the funding of capital equipment and the development of infrastructure projects for the College. This is a compulsory Levy and is therefore <i>not tax deductible</i> .
<b>Parent &amp; Friends Association</b>	The College P&F Association conducts events throughout the year. This levy replaces most major fundraising activities and includes a levy for the upkeep of the College swimming pool. This annual levy is charged per family.
<b>Solas Bhride (Camps)</b>	Year level camps. Some of these camps are held off site, some are held on campus.

## 5. Additional Costs

There are several costs which are **not** included in the Core Fees outlined above. These additional costs will vary depending on family and student choices and will be advised to families/students as early as possible. These include, but are not limited to:

<b>Uniforms</b>	Refer to <a href="#">Brigid's Cloak</a> (Uniform Shop) on the College website for further information.
<b>Stationery</b>	Information is provided to parents/carers regarding stationery requirements.
<b>Additional Subject Levy (years 9-12)</b>	Where students elect to participate in a subject that requires higher levels of resourcing, an additional Subject Levy may apply. These subjects include but not limited to Visual Art, Certificate and VET courses. Parents/carers are notified of these costs at the time of subject selection or as soon as possible.
<b>Excursions/Camps/ Overseas Tours/Exchange</b>	On occasion, a variety of exchanges/excursions/overseas tours/camps may be arranged.
<b>Co-Curricular Activities</b>	Cocurricular activities (Arts/Drama/Dance/Sport/Music etc) are an additional cost and are to be paid upfront.  Prior to enrolment in these activities, a Payment Plan must be in place or Quarterly Fees must be up to date.

# 2021 SCHEDULE OF FEES



<b>Equipment Damage</b>	Some items shall be repaired/replaced at the cost of the parent/carer. This includes some IT items.
<b>Alumni/Graduation Events</b>	These activities will occur from time to time as organised by the College and/or students.
<b>Curragh Café (Tuckshop)</b>	Parents/carers may wish to load an amount of money onto the student identification card to enable the student to purchase items from the tuckshop.
<b>Other Items</b>	Other items may be required from time to time.

## 6. Voluntary Building Fund Contributions

The College welcomes voluntary contributions from families and supporters of the College. The College administers a Voluntary Building Fund for additional voluntary capital donations which are **100% tax deductible**.

Should you wish to donate funds to the College, please do not hesitate to contact the Principal or Business Manager.

## 7. Fee Payment Responsibility

The parent/s and/or legal guardian/s who have signed the Enrolment Contract with the College are jointly and severally liable for the student's tuition fees and any other costs associated with the student's attendance at the College, unless a Court Order states differently. A copy of any relevant Court Order or other documents stating amendments to financial and/or parental responsibility arrangements must be provided to the College as soon as relevant before or during the student's enrolment.

If a parent/guardian arranges for a third party to pay the fees, it is the responsibility of the parent/guardian to ensure payments occur.

## 8. Payment Methods

### 8.1 Payment in full before 31 January 2021

Full fee-paying families may pay the annual account in full prior to **the end of January**.

A 2.5% discount on the 2021 fee charges per child will be applied to the family account.

Families making an annual payment must contact the Finance Office prior to the payment being made at [fees@brigidine.qld.edu.au](mailto:fees@brigidine.qld.edu.au) or by phoning 3002 0617.

The annual fees account can be paid via Bpay, Community Portal or at College reception with cash, cheque or debit/credit card. Bpay details can be found on the family statement which will be issued to the Community Portal in early January. For further information regarding Bpay, please contact your financial institution.

# 2021 SCHEDULE OF FEES



## 8.2 Payment Plans

Where accounts are not paid upfront, a Payment Plan is the preferred payment option. Payment Plans enable school fees to be paid directly from a nominated bank account or credit card. The College offers the following payment plan options:

Frequency	Payment Method	Timing
Weekly	Bank Account	40 payments from February to November
Fortnightly	Bank Account or Credit Card	20 payments from February to November
Monthly	Bank account or credit card	10 payments from February to November

### a) Direct Debit/Credit Card Payment Plan

#### New Families

The Direct Debit Request or Authority for Recurrent Payment by Credit Card form will be published on the Community Portal after the fees have been set by the College Board. Please complete, scan and return via email to the Finance Office at [fees@brigidine.qld.edu.au](mailto:fees@brigidine.qld.edu.au) by **7 December 2020**.

#### Existing Families

The Direct Debit Request or Authority for Recurrent Payment by Credit Card form will be published on the Community Portal by **8 December 2020**. Please complete, scan and return via email to the Finance Office at [fees@brigidine.qld.edu.au](mailto:fees@brigidine.qld.edu.au) by **22 January 2021**.

#### Ongoing Direct Debit/Credit Card - changing a Payment Plan

Once the Direct Debit Request or Authority for Recurrent Payment by Credit Card has been established it will continue for the duration of the student's enrolment. Each year the College will advise in writing the new instalment rate.

Should a parent/carer wish to change the payment plan, please contact the Finance Office via email at [fees@brigidine.qld.edu.au](mailto:fees@brigidine.qld.edu.au) by **22 January 2021**.

## 8.3 Quarterly Fee Payments

Parents/Carers unable to pay in January or use the direct debit/credit card system, will be required to make quarterly payments.

Quarterly payments are required to be paid in full, in advance. Each quarterly fee payment is due by the end of the **first week of each term** (5<sup>th</sup> February, 23<sup>rd</sup> April, 16<sup>th</sup> July and 8<sup>th</sup> October 2021)

Payments can be made via Bpay, Community Portal or at the College office. The Biller code and Reference number is located on the Annual fee statement. For more information regarding Bpay, contact your financial institution.

## 9. Overdue Accounts

All accounts will be monitored and pursued by the College. Parents/ Guardians have a responsibility to notify the College if their circumstances change and fee payment becomes an issue. In such circumstances, communication of the issue is paramount.

Parents/Carers who are aware that a payment to the College will be late must contact the Finance Office by email – [fees@brigidine.qld.edu.au](mailto:fees@brigidine.qld.edu.au) or by phone 3002 0617 to advise that payment will be delayed and when payment will be made.

If the circumstances are significant the parent/guardian shall request or will be requested to meet with the College Principal and/or College Business Manager to discuss the issues. In such cases, an extension of time may be granted; or in some circumstances there may be a consideration of amounts owing. Compassion for, and support of, families in special circumstances will always be a priority.

Where accounts are 21 days or more overdue, an administration charge of \$70 will be added to the family account.

Continued late payment or failure to pay College accounts without appropriate consultation with the College may:

- result in the matter being referred to an external collection agency; and/or
- consideration of enrolment into the following year; and/or
- enrolment of siblings.

Note that additional fees and charges may be applied to over-due accounts and/or if external parties are engaged by the College.

## 10. Termination of Enrolment

Where a parent/guardian of a student intends to withdraw, or cancel the student's enrolment, the College requires at least one term's notice of the cancellation, in writing before the withdrawal or cancellation date.

If withdrawal is to be effective at the end of the College year, written notice must be given by the end of Term 3.

Where the parent/guardian fails to give at least one term's notice, the College reserves the right to invoice the parent/guardian for one term's fees and/or levies in lieu of notice.

**END OF SCHEDULE**