EMMANUEL COLLEGE

School Fees and Charges Schedule for 2017

Rationale
The Emmanuel College fees policy aims to support the College deliver a quality education for its students. The College operates on a not for profit basis which means all monies received contribute to the operational cost of the College, ongoing maintenance, refurbishment and the provision of new facilities. Parents choosing to send their child (children) to Emmanuel College understand and accept the financial commitment to pay school fees and charges billed to their account. All families are expected to meet their fee commitment in full by way of regular payments in accordance with the fee schedule. The College is reliant on families to meet their fee commitment if it is to continue to deliver quality education and continue to improve facilities. Please read the schedule carefully as there have been a number of changes in 2017 that may be applicable to your family.

Application Fee - $80 per student
This is payable when your enrolment is lodged with the College. It is a non-refundable fee for the processing of your child’s enrolment application.

Enrolment Fee Deposit - $200 per student
Upon advice from the College that an enrolment application is successful, a non-refundable fee deposit is payable. This fee deposit will be deducted from your Annual School Fee in the year you commence with Emmanuel College.

Re-enrolment Fee
Each year, notice of intention to return is required to confirm your enrolment for the following year. This process is completed online via the College ‘Care Monkey’ system, with a simple Yes or No answer. Registration and completion details will be sent to each new family to the College.

Charter Bus Fees
The Charter bus fees for 2017 will be $545 for Year 7 – Year 10 students and $405 for Year 11 to Year 12 students. Confirmation letters will be sent out shortly to those families that have indicated they require a Charter service. Please note that these fees must be paid in full by Friday 10 February 2017 at the relevant campus reception office.

VCAL Pathway Students - VET Course Fees
The College has decided there will be no additional VET fees for those students that elect to pursue a VCAL study pathway. These courses are conducted by external providers and fees for these courses will be absorbed by the College at no extra charge to the student.

It is extremely important that withdrawal dates are strictly adhered to as the full year’s fees will apply if your child leaves or withdraws from the course after the due dates. Please be advised that these fees may change without notice.

Additional Program Fees
Some electives may incur additional program fees. These vary from year to year, and will be invoiced according to student’s subject selection. Fees will be made available with curriculum handbooks to enable families to make informed decisions about student subject selection.

Extra curricular activities that are available at additional cost include music, interstate/overseas trips etc. These programs are only available to students where annual fees have been or are being settled in accordance with an approved payment option listed within this schedule.
**Early Settlement Discount**
The College has increased its Early Settlement Discount scheme to $250 per child to enable more families to benefit from making upfront payments by the due date below.

- $250 discount from School fees per child when payment in full is received by no later than 28 February 2017.

**Sibling Discounts**
To assist families with the cost of education, a discount is available where more than one child attends Emmanuel College. Please note that the following sibling discounts will apply for 2017:

2\(^{nd}\) Student - 10% discount will apply to second child’s school fees.
3\(^{rd}\) Student - 50% discount will apply to third child’s school fees.
4\(^{th}\) & more Student(s) - 100% discount will apply to fourth and subsequent child’s school fees.

**Victorian Government Funding CSEF (Assistance for Health Care Card Holders)**
In 2016, the Victorian government announced funding for camps, sports and excursions to ensure all eligible students are able to participate in school trips and sporting activities. Families holding a valid means-tested concession card are eligible to apply. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for their child. As a guide the annual amount per secondary school student is $225 in 2017.

Payments are expected to commence from March 2017 and cannot be claimed retrospectively for prior years. Application forms need to be returned to the College to be processed before 30 June 2017. For further information please visit; http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx

**Payment Methods**
*Please note that no cash payments will be accepted at either campus for the payment of School Fees.*
The College accepts cheques, credit cards (Visa & MasterCard only) and direct debits.

The safest and most efficient method of paying school fees is via BPay, using your nominated banking institution. The College BPay Biller Code is 125880, and then simply insert the reference number that appears on your school fee statement. (The reference number will always be your family ID code)

Those families who chose to pay in cash can only do so at any bank and to the following College account;

- Bank: National Australia Bank
- Name: Emmanuel College
- BSB: 083347
- Account: 466754576
- Reference: Your reference number that appears on your fees statement. (Family ID code)
Payment Plans
In order to support families in meeting their fee commitment, the College offers a range of payment options. Fees are billed annually in December and at this time, families are asked to identify a payment plan that will best support them. A ‘School Fee Payment Election Form’ and a ‘Direct Debit Request Authorisation Form’ have been attached for you to complete and return to the College. Payment plans outside the arrangements set out in the School Fee Payment Election Form including family assistance will need to be discussed and agreed by the Business Manager or delegate prior to the commencement of the school year.

Late Payment Fees
The College has introduced late payment fees for those families that do not meet their financial payment obligations. Late payment fees will now be levied on a semester basis at $50 per child. These fees will only be applicable to those families that do not elect to enter a payment arrangement with the College and pay their fees after the semester due dates. Late Payment Fees may also be applied where agreed financial arrangements are constantly not being met by families.

Fee Collection and Family Assistance
The College is committed to providing a full and Catholic education for all enrolled students. For those families where meeting the cost of school fees creates financial difficulties a support mechanism known as Family Assistance is available. Families who do not meet their commitment and do not seek assistance from the College can expect collection procedures to be initiated. These procedures include contact from the College initially and if this is unsuccessful may lead to further action by an external collection agency.

The College Business Manager or delegate will interview each family who applies for family assistance prior to the commencement of the school year. Information disclosed is treated with respect and confidentially.

Pro-rata Fees & Enrolment Cancellations
Pro-rata fees apply where a student enrols during a year. A pro-rata reduction is made for students leaving Emmanuel College provided a minimum of 6 weeks’ notice is provided and an exit form is completed.

6 weeks’ tuition fees are imposed in lieu of notice unless granted an exemption by the Business Manager.

All fees must be finalised by the departure date. Where students remain enrolled at the College, whether they attend or not, refunds will not be considered.

Queries about School Fees
Contact the College Finance Officer on 9394 2400 or email familyaccounts@ecmelb.catholic.edu.au, if you wish to discuss any matters related to school fees.
Emmanuel College - Schedule of Fees 2017

<table>
<thead>
<tr>
<th>2017 FEES</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Fees</td>
<td>$5,095</td>
<td>$5,030</td>
<td>$5,030</td>
<td>$4,630</td>
<td>$4,630</td>
<td>$5,200</td>
</tr>
<tr>
<td>Full Fee Paying Overseas Students</td>
<td>$12,435</td>
<td>$12,435</td>
<td>$12,435</td>
<td>$12,035</td>
<td>$12,035</td>
<td>$12,605</td>
</tr>
</tbody>
</table>

* The Year 7 -9 School Fees include the 1:1 Laptop Programme charges. In order to simplify payments for families the same payment method will apply for both the school fees and the laptop charge.

<table>
<thead>
<tr>
<th>Electives with Additional Fees</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
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<tbody>
<tr>
<td>Outdoor Education</td>
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<tr>
<td>Health and Physical Education</td>
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<td></td>
<td>$150</td>
<td>$55</td>
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<tr>
<td>Other Electives with Additional Fees</td>
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<td></td>
<td></td>
<td>$190</td>
<td>$190</td>
<td>$190</td>
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<tr>
<td>Sport &amp; Recreation (incl. AFL Excursion)</td>
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<td></td>
<td></td>
<td>$310</td>
<td></td>
<td>$190</td>
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<tr>
<td>External VET courses (Exempt for VCAL students)</td>
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<td></td>
<td></td>
<td></td>
<td>Refer to WYNBAY VETiS Student handbook 2017 on SIMON</td>
</tr>
<tr>
<td>Charter Bus Fees</td>
<td>$545</td>
<td>$545</td>
<td>$545</td>
<td>$545</td>
<td>$405</td>
<td>$405</td>
</tr>
</tbody>
</table>

* Please note that the payment options amounts may vary if additional elective and/or other costs are added to the annual charge.