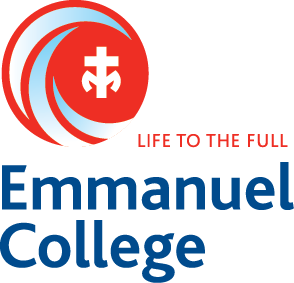
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**School Fees and Charges Schedule for 2020**

**Rationale**

The Emmanuel College fees policy aims to support the College to 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 may have been changes that may be applicable to your family.

**Application Fee - $100 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 your child commences with Emmanuel College.

**Charter Bus Fees**

The Charter bus fees for 2020 will be $595 for Year 7 – Year 10 students, $445 for Year 11 to Year 12 students and $295 for VCAL 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 7 February 2020 at the relevant campus reception office.

**VCAL Pathway Students - VET Course Fees**

There will be no additional VET fees for those students that elect to pursue a VCAL 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 families.

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 Subject & Extra-Curricular Fees**

**As at 2019, fees will no longer apply to additional subject electives.** Details of these additional subjects will be made available in the 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 tuition fees have been or are being settled in accordance with an approved payment option listed within this schedule.

**Alumni Association life membership**

The tuition fees of all students include life membership of the Alumni Association. Membership of the Alumni Association ensures that former students can keep in touch with the College, their friends and teachers from their school days. Association members receive regular communication from the College including an annual newsletter, online invitations to reunions and other special events. The Association plays an important role in the life of the College and provides scholarships for our students.

**Early Settlement Discount**

$250 discount per child when College tuition fees are paid in full by no later than 28 February 2020.

**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 2020;

2nd Student - $521 discount will apply to the second child’s tuition fees.

3rd Student - $2,605 discount will apply to the third child’s tuition fees.

4 or more Student(s) - $5,210 discount will apply to the fourth and subsequent child’s tuition fees.

**Example**: If you have 3 children attending the College, only the 3rd child (youngest child) will receive a $2,605 discount on their tuition fee.

**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 2020. As families who meet the CSEF criteria also attract additional grant support from the government, **a further $1,000 reduction will be applied per student in 2020**.

Payments are expected to commence from March 2020 and cannot be claimed retrospectively for prior years. Application forms need to be returned to the College to be processed before 26 June 2020.

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 College **BPay Biller Code is** **125880, and then simply insert the reference number that appears on your school fee statement**.

Those families who choose 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**

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 has 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**

Late payment fees will 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. For more detailed information, please refer to our website for College fee collection policy and procedures.

The College Business Manager or delegate will interview each family who applies for Family Assistance once the application form has been processed. Information disclosed is treated with respect and confidentially. For more detailed information, please refer to our website for College fee concessional arrangements policy and procedures.

**Enrolment Cancellations & Pro rata Fees**

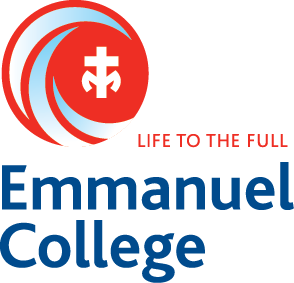
Pro-rata fees apply where a student enrols during the year. A pro-rata reduction is also made for students leaving Emmanuel College provided a minimum of 6 weeks’ notice is given and an **Exit Form** is completed.

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 intended 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](mailto:familyaccounts@ecmelb.catholic.edu.au), if you wish to discuss any matters related to school fees.

Emmanuel College - Schedule of Fees 2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2020 FEES** | **7** | **8** | **9** | **10** | **11** | **12** |
| **Tuition Fees\*** | $5,475 | $5,455 | $5,455 | $5,505 | $5,370 | $5,870 |
| **Laptop Fee\*\*** | $420 | $420 | $400 | $300 | BYOD | BYOD |
| **Total School Fees** | $5,895 | $5,875 | $5,855 | $5,805 | $5,370 | $5,870 |
|  |  |  |  |  |  |  |
| **Full Fee-Paying Overseas Students - Fees** | $14,165 | $14,145 | $14,125 | $13,975 | $13,535 | $14,140 |

\*The annual tuition fee includes the cost of tuition, excursions, subject electives, College Resources Levy and compulsory camps and retreats and online booklist subscriptions.

Reductions in fees will be made where;

* Families hold a Health Care Card and are eligible for assistance under the Victorian Governments’ Camps Sports and Excursion Fund (CSEF) program
* Siblings are attending the College at the same time
* Payment in full is received by 28 February 2020.

\*\*Laptop fee applies to all Year 7 -10 students.

BYOD: All students from Years 11-12 will be required to bring their own laptop device to College. (Bring Your Own Device)

**Payment by Direct Debit and Credit Card Installment Options (School Arrangement)**

A direct debit from your bank account or credit card can be arranged at intervals of Weekly, Fortnightly, Monthly or Quarterly. Please refer to the schedule below for dates.

|  |  |  |  |
| --- | --- | --- | --- |
| **□ Weekly** | **□ Fortnightly** | **□ Monthly** | **□ Quarterly** |
| 40 weekly payments | 20 fortnightly payments | 10 Monthly payments | 4 Quarterly payments |
| Payments made on Thursdays | Payments made on Thursdays |  |  |
| From 13 February 2020 to 12 November 2020 | From 13 February 2020 to 5 November 2020 | From 15 February 2020 to 15 November 2020 | 15 Feb, 15 May, 15 August and 15th November 2020 |