

School Fees and Charges Schedule for 2023

Tuition Fees Rational

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. This is a **non-refundable** fee for the processing of your child's enrolment application.

Enrolment Fee Deposit - \$250 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.

Student Laptop Program

In 2023, the College is continuing with a supplied "Student Laptop" Program for all student cohorts. The cost of these devices will be charged to parents in three equal annual instalments, in addition to tuition fees invoiced at the start of each school year. At the end of year 9 and year 12 respectively, if the family fees account is paid, ownership of these devices will pass to the families.

VET and VCAL 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 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

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 paid in full or are being settled in accordance with an approved payment option listed within this schedule.

Charter Bus Fees

The Charter bus fees for 2023 will be \$630 for Year 7 – Year 10 students, \$480 for Year 11 to Year 12 students and \$320 for VCAL students. Confirmation letters and invoices will be sent out shortly to those families that have indicated they require a Charter service. Please note that these fees will be invoiced separately to Tuition fees and will need to be paid before the end of Term 1, 2023.

Alumni 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

\$300 discount per child when College tuition fees are paid in full by no later than 28 February 2023.

Sibling Discounts

To assist families with the cost of education, a discount is available where more than one child attends Emmanuel College. The following sibling discounts will apply for 2023 and will be applied during the billing process:

- Family of 2 Students - Discount of \$550 per family.
- Family of 3 Students - Discount of \$2,752 per family.
- Family of 4 or more Students - Discount of \$5,505 per family.

Government Allowance - CSEF

Some families may be entitled to assistance in the form of the government “Camps, Sport Excursion Funding” (CSEF) allowance of \$225. There are specific eligibility criteria for CSEF, please check the link below for further information including an application form. Families that submit valid CSEF forms may receive additional school fee concessions. Application forms need to be returned to the College to be processed before **23 June 2023**.

For further information please visit: <http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

School Fee Methods and Payment Plans

Please note that no cash payments will be accepted at either campus for the payment of School Fees.

The College accepts cheques, Bpay, credit cards (Visa & MasterCard only) and direct debits.

To support families in meeting their fee commitment, the College offers a range of payment options including via the online portal (Engage). 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.

Please login on Engage and follow the instructions attached to your Fee Statement.

Please refer to the schedule below for dates.

<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annual
40 weekly payments	20 fortnightly payments	10 Monthly payments	4 Quarterly payments	One payment
From 10 th February 2023 to 10 th November 2023	From 10 th February 2022 to 3 rd November 2023	From 15 th February 2022 to 15 th November 2023	15 th Feb, 15 th May, 15 th August and 15 th November 2023	28th Feb 2023 (\$300 discount) or 1 st May 2022

Late Payment Fees

Late payment fees will be levied 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 **1st May 2023** due dates. Late Payment Fees may also be applied where agreed financial arrangements are not being honoured by families

Fee Collection and Family Assistance

We understand that circumstance can and do change. If your family is experiencing financial hardship anytime during the year, it is imperative that you contact the college Accounts Receivable Manager on 9394 2400 or email familyaccounts@ecmelb.catholic.edu.au without delay. This will give the college an opportunity to discuss the situation in more detail and provide support or assistance where necessary.

For more detailed information, please refer to our website for college fee collection policy and procedures.

Enrolment Cancellations & Pro Rata Fees

Pro-rata fees apply where a student enrolls during the course of the school 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.

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, and student devices may be retained.

Contact Us

Contact the College Accounts Receivable Manager 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 2023

Description	7	8	9	10	11	12
Tuition Fees*	\$5,805	\$5,805	\$5,805	\$5,790	\$5,720	\$6,295
Laptop Fee**	\$445	\$430	\$420	\$445	\$430	\$420
Total School Fees	\$6,250	\$6,235	\$6,225	\$6,235	\$6,150	\$6,715
Full Fee-Paying Overseas Students - Fees	\$14,530	\$14,490	\$14,460	\$14,490	\$14,290	\$15,050

*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 2023.

**Laptop fee applies to all Year 7 -12 students.