



SCHEDULE OF FEES 2021

It is essential for the effective operation of the College, as well as its continued efficient financial management, that fee accounts are paid on time. Accordingly, parent support in making the payment of school fees a priority is appreciated. Parent/Guardians of students are jointly and severally liable for payment of tuition fees and any other costs associated with the student's enrolment at the College.

Student Fees (Annual School Fee)

Tuition Fees	\$8,600
Textbook Levy	\$200
Technology Levy	\$810
Alumnae Levy	\$20
Camp and Retreats	As per schedule

Textbook Levy

An annual textbook levy of **\$200** per student will be charged on a half yearly basis. These charges cover hire of textbooks, electronic textbooks, English novels which remain the property of the student, and photocopying of resources as well as a photocopying allowance for each student.

Technology Levy

This levy is charged half yearly, to students in Years 7 to 12. Costs covered by this levy include; software and applications, infrastructure upgrades, internet costs and employment of technicians.

Alumnae Levy

This levy is charged half yearly to every student whilst they are enrolled at St Rita's College. The contribution provides them with life membership to the St Rita's College Alumnae Association upon their graduation.

Family Charges(Compulsory)

(Annual School Fee)

Parents & Friends Levy	\$100
Master Plan Levy	\$440

Parents and Friends Levy

The Parents and Friends Levy is **\$100** per annum per family. The St Rita's College Parents and Friends Association has a dual role. They assist in building community and collegiality within the College community and provide resources to the College that cannot be met in other ways. With the focus on providing quality education, there is always an ongoing and ever increasing need to provide resources from within the community. The P&F will run activities during the year to maximize the amount of funding that is allocated back to the College.

To support the fundraising activities, the P & F Levy allows the provision of resources needed by the College to provide quality educational outcomes for your daughters. In recent years the P & F has contributed to the following projects:

- Upgrade of Pool (2016/2017)
- Upgrade of Air conditioning, lighting and floor of Eirene (2018)
- Furniture for new Learning Centre (2019)



Master Plan Levy

This levy is necessary to assist in the funding of capital equipment and the development of infrastructure projects for the College. The levy is applied annually and is an integral source of funds to assist in meeting the continued need for modern and effective facilities.

Note – as a compulsory charge, Master Plan Levy payments are not tax deductible. However, the College also maintains the operation of a School Building Fund for additional voluntary capital donations which are 100% tax deductible.

The Master Plan Levy is \$440 per annum per family and will be billed half yearly.

Camps and Retreats (Annual School Fee Account)

<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>	<i>Year 10</i>	<i>Year 11</i>	<i>Year 12</i>
\$345	\$315	\$335	\$370	\$170	\$165

Cocurricular Camps (Invoiced and Due prior to departure)

<i>Event</i>	<i>Amount</i>	<i>Invoiced</i>
Music	\$260	January
Cross Country	TBA	May
Athletics	TBA	July
Swimming	TBA	January

Curriculum Charges (Invoiced and Due prior to departure)

<i>Charge</i>	<i>Who</i>	<i>Amount</i>
Biology Excursion	Year 11 Biology Students	\$100
Live & Learn Program	Year 11 HOS, Year 11 DBU	\$450

Cocurricular Charges (Invoiced and Due 2 weeks)

<i>Charge</i>	<i>Who</i>	<i>Amount</i>	<i>Invoiced/Due</i>
Music Ensembles Levy	Ensemble Students	\$150	January
Individual Music Lessons	Music Students	\$335/Term	January, April, July, October
Group Music Lessons	Music Students	\$180/Term	January, April, July, October
Music Theory Lessons	Music Students	\$70/Term	January, April, July, October
Co-Curricular Sport Levy	Co-Curricular Sports Students	\$80/sport	Per Term per Sport

Water Polo and Acqua Rosa Swim fees are payable as per the terms and conditions of registration.



School Fee Conditions

Discounts to Tuition Fee for Multiple Enrolments

For families who have two or more sisters attending the College, a family discount will apply. **The discount is applied to tuition fees only** and represents **15%** for your second daughter, **20%** for the third and **25%** for your fourth daughter. Family discounts for 2021 are represented below.

<i>Number of students</i>	<i>Cumulative Discount</i>
2 sisters attending at the same time	\$1,290
3 sisters attending at the same time	\$3,010
4 sisters attending at the same time	\$5,160

Upfront Fee Discount

The College encourages upfront payment of school fees by offering a **5%** discount on the **tuition fee** component where the parents pay the full annual school fees prior to 1 March 2021. Please contact Ms Lisa George, Accounts Receivable Officer, at accounts@stritas.qld.edu.au for an annual payout figure.

Cancellation of Enrolment

In the event you wish to withdraw your daughter from St Rita's College, we will require a minimum of one Term's notice of cancellation of enrolment. Please note that enrolment bonds are only refundable upon completion of your daughter's schooling at the end of Year 12 and when fees are fully paid. For students commencing in Year 7, 2021 the enrolment deposit paid is non-refundable.

Payment Conditions

St Rita's College provides multiple options for families to pay their account. Families are billed in January and July for school fees, which are due and payable within 30 days of the date of the account, unless a periodic payment arrangement is in place. Immersion/trip experiences are paid via the parent portal per the schedule provided at time of acceptance. Parents looking for alternative payment arrangements over an extended period are referred to Edstart edstart.com.au/stritas with further information available on the College website .

Periodic payments arrangements can be made from credit cards or bank accounts and authority forms can be located in the 'Enrolments' tab on the College website. To ensure that all fees are collected prior to the end of the year;

periodic payments are established for the 10-month period from February to November. **ESTIMATES** of the periodic payments for 2021, including family discounts, (but excluding cocurricular charges and miscellaneous charges such as English novels) are as follows:

<i>Students</i>	<i>4 x Quarterly payments</i>	<i>10 x Monthly Payments</i>	<i>20 x Fortnightly payments</i>	<i>40 x Weekly Payments</i>
1 Student	\$2635	\$1,054	\$527	\$264
2 Students	\$4,813	\$1,925	\$963	\$482
3 Students	\$6,883	\$2,753	\$1,377	\$689



Please note that the periodic amount calculated will be dependant on your daughter/s Year level/s and any other occurrucular charges. A repayment calculator is available on the College website within the Enrolment/Fees section.

Credit Card Payments are also accepted through our payment portal via the access to MySRC.

Periodic Payment Dates

Periodic payment requests are due by 14 February and are timed for the following dates in 2021:

Quarterly	19 Feb, 19 May, 19 Aug, 19 Nov
Monthly	Nineteenth day of each month from Feb to Nov
Fortnightly	Every second Friday commencing 19 Feb finishing 12 Nov
Weekly	Every Friday commencing 19 Feb finishing 19 Nov

Difficulty with Payments

Parents and carers who are experiencing financial difficulty are urged to contact the College Business Manager on 07 3862 1615.

Parents and Guardians with Students Exiting the College at the End of the Year (All Year 12 Students)

Parents/guardians are expected to have paid all tuition and other sundry charges prior to 8 November 2021. On completion of your daughter's graduation from St Rita's College, an amount of \$1,000 representing the total deposits paid on enrolment will be offered for reimbursement. In the event of a cancellation of enrolment, these deposits are non-refundable.

Fess Calculator

An Excel Spreadsheet Fees Calculator is provided on the School Fee Payments page of MySRC within the files and downloads tile. Please direct any enquiries regarding the calculator's use to the College Accountant at accounts@stritas.qld.edu.au [Click Here](#)

Please contact the College Finance Department if you require additional information. Phone 07 3862 1615 or email accounts@stritas.qld.edu.au and your enquiry will be responded to as soon as possible. Please note the accounts department will be closed from Thursday 9 December 2020 to 7 January 2021.





ARCHDIOCESAN
DEVELOPMENT
FUND

AUTHORITY FOR RECURRENT PAYMENT BY CREDIT CARD

Action (Please tick): New request Alteration Cancellation

Student/s Name/s: _____

Surname: _____ Name: _____

Address: _____ Postcode: _____

SECTION 1 – CARD DETAILS (ALL DETAILS MUST BE SUPPLIED)

Type of Card (Please tick): VISA MASTERCARD

Cardholder Name (As appears on card): _____

Card Number: _____ Expiry Date (dd/mm/yy): / /

Please black out this section after loading.

SECTION 2 – DESCRIPTION OF GOODS/SERVICES (FOR EXAMPLE, SCHOOL FEES)

SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link <https://adf.brisbanecatholic.org.au/ready-reckoner>

SECTION 4 – PAYMENT DETAILS

Payment Frequency (Please tick): Fortnightly Monthly Once Only

No. of Payments: _____ Start Payment Date (dd/mm/yy): / / 20

Amount per debit: \$ _____ Final Payment Date (dd/mm/yy): / / 20

SECTION 5 – AUTHORITY

I hereby authorise the Merchant to debit my Card Account with the amount and at the intervals specified above for goods/services as described. In the event of any change in the charges for these goods/services, I/we authorise _____ to alter the amount from the appropriate date in accordance with such change from time to time.

This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation.

Cardholder's Signature: _____ Date: / / 20

PLEASE NOTE: Form to be retained for your records. Do not forward to ADF.

OFFICE USE ONLY Reference: _____





ARCHDIOCESAN
DEVELOPMENT
FUND

DIRECT DEBIT REQUEST (DDR)

Action (Please tick): New request Alteration Cancellation

Student/s Name/s:

SECTION 1 – DETAILS OF ACCOUNT AUTHORITY

I/We (Name of Customer/s):

Authorise the: **ARCHDIOCESAN DEVELOPMENT FUND**

APCA User ID Number: **062782**

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement (see over page).

SECTION 2 – DETAILS OF ACCOUNT TO BE DEBITED (ALL DETAILS MUST BE SUPPLIED)

Name of Financial Institution:

Branch Location:

BSB No.:

Account No.:

Account Name:

SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website link adf.brisbanecatholic.org.au/ready-reckoner

SECTION 4 – PAYMENT DETAILS (PLEASE ALLOW 3 WORKING DAYS FOR PROCESSING)

I/We request that you debit my/our account in accordance with this Agreement and subject to one or more of the following conditions:

Payment Frequency (Please tick): Weekly Fortnightly Monthly Quarterly Once only

Number of Instalments:

Start Payment Date (dd/mm/yy): / /

Amount of: \$

Final Payment Date (dd/mm/yy): / /

SCHOOL USE ONLY A#Number:

SECTION 5 – AUTHORITY

I/We acknowledge the I/we have read and understood all terms and conditions as outlined in the Direct Debit Service Agreement (Please tick):

Signature of Customer:

Signature of Customer:

Date: / / 20

Date: / / 20

Credit ADF A/C: **10399 S16 ST R**

OFFICE USE ONLY School Reference Code:



DIRECT DEBIT SERVICE AGREEMENT - SCHOOLS

1. DEBITING YOUR NOMINATED ACCOUNT

- 1.1. The Archdiocesan Development Fund (ADF), on behalf of your School, undertakes to debit your account on the nominated day each period as per the information provided. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated financial institution account.
- 1.2. When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the prior available Business Day. In the event that the due date for payment is the last day of the month and that the day is not a business day, the Debit will be processed by the ADF on the last business day of the month. If you are uncertain when the Debit will be processed to your account, please enquire directly with your Financial Institution.
- 1.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.
- 1.4. This Direct Debit Authority remains in place and current unless one of the following conditions has been met.
 - i) the number of payments requested on the Authority has been completed;
 - ii) the end date specified has passed;
 - iii) the debit has been returned unpaid by your Financial Institution four(4) times in a calendar year.
 - iv) you request that the Debit Authority be cancelled either by contacting your School or Financial Institution.

2. CHANGES BY US

- 2.1. The ADF will supply you through the School, in writing with 14 days notice if we change any of the terms of this Agreement or Direct Debit Request, including but not limited to:
 - i) the direct debit amount
 - ii) the direct debit due date
 - iii) the direct debit payment frequency.
- 2.2. In the event of any change in the charges for these goods/services, the ADF may alter the amount of your direct debit from the appropriate date in accordance with such change as advised by your School from time to time.
- 2.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

3. CHANGES BY YOU

- 3.1. You may cancel, request deferment of, or alteration to your authority for us to debit the nominated account by advising your School in writing at least three (3) business days before the due date of the next debit. The School will then provide these details to the ADF for processing.
- 3.2. You can also temporarily suspend or cancel your direct debit arrangement by contacting your Financial Institution.

4. DISPUTES

- 4.1. If you believe there has been an error in debiting your account or you wish to dispute a transaction, you should notify your School in the first instance. The School will then provide this information to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- 4.2. Alternatively you can contact your Financial Institution who may lodge a claim on your behalf.

5. YOUR OBLIGATIONS

- 5.1. Direct Debiting is not available on all bank accounts. You will need to check with your Financial Institution if you are uncertain whether your account is suitable for direct debiting. Credit Cards and some passbook accounts are not suitable for Direct Debits.
- 5.2. You should check your account details against a recent statement from your Financial Institution to ensure their correctness. If uncertain, check with your Financial Institution before completing the Direct Debit Request.
- 5.3. It is your responsibility to ensure that there are sufficient cleared funds available in your nominated account to allow a debit payment to be made. If there are insufficient funds in your nominated account:
 - i) The payment will be rejected and returned as unpaid to the ADF;
 - ii) The School will be advised by us of the rejected debit and they will contact you directly;
 - iii) The School will debit any processing charges incurred by the ADF;
 - iv) You may be charged a dishonour fee by your Financial Institution

6. CONFIDENTIALITY

- 6.1. Details of Customer records and account details will be kept in confidence and accessed only for the purpose of processing the Direct Debit Request. Please note we may be required to provide information to your Financial Institution in the case of a query or claim of wrongful debit.
- 6.2. The ADF collects personal information directly from you for the purposes of providing the direct debit facility, including the processing of payments, transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with this service.
- 6.3. The ADF collects, holds, uses and discloses personal information about you. The ADF may disclose personal information about you to your School, agencies within the Archdiocese, and external third parties, including other financial institutions that assist the ADF in providing this service. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.
- 6.4. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001. Email: privacyofficer@bne.catholic.net.au, telephone +61 7 3324 3579.

7. DEFINITIONS

Nominated Account means the account held at your financial institution from which we are authorised to debit funds.

Financial Institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Business Day means a day other than a Saturday or a Sunday or a listed public holiday in Queensland.

Us, We Our means the Archdiocesan Development Fund (ADF).

I, You and Your means the customer(s) who signed the Direct Debit Request.

Your School and the School means the school that your direct debit request is set up through and where your payment is being made to.

ADF means the Archdiocesan Development Fund

