

# AMBROSE TREACY COLLEGE

## Fees Policy 2019



Commonwealth and State Grants provide a major part of the College's income to meet the cost of providing the educational program at the College. Tuition Fees are set annually at the minimum level required to provide sufficient income to meet the ongoing costs of operating the College. Such costs include salaries and wages, purchase of equipment, building loan repayments, maintenance and general operating costs. Tuition Fees are effective from 1 January 2019 and will remain until such time as they are changed by the College Board. While the College Board aims to set fees on an annual basis, it reserves the right to change these at any time.

### APPLICATION FEE FOR ADMISSION

To commence the enrolment process a non-refundable Application Fee of \$110.00 is payable and is designed to cover administration costs associated with enrolments. The fee should be paid upon submission of the Application Form. This fee does not guarantee an interview or a place at the College.

### ENROLMENT FEE

All applicants for entry into the College and their parents will be interviewed by the Principal or his representative. At the time of acceptance of an offer of enrolment, parents will be required to pay a non-refundable Enrolment Fee. This Enrolment Fee is required to be paid to demonstrate the firm intention of enrolling parents/guardians to take up a place held for their son for commencement on a nominated date. The non-refundable Enrolment Fee for students entering in 2019 will be \$1075. Of this enrolment fee, \$500 will be deducted from the last term's school fees in year 12 at Ambrose Treacy College. In the event of a student withdrawing their enrolment acceptance prior to starting at the College, no refund will apply and similarly if a student leaves before the end of year 12 the refund of \$500 will not be made.

### ACCOUNTS AND PAYMENTS

Fee statements will be emailed at least a week prior to the start of each term, and payment is due by the first day of term. The College's preferred method of payment is through a regular payment plan facilitated by completing the School Fee Payment Authority, which is located on the College Website or on Seqta in the Documents section, under the Finance tab.

### Due Dates for 2019 Term Payments of Tuition Fees

|        |                 |  |
|--------|-----------------|--|
| Term 1 | 31 January 2019 | <b>Unless payment will be made in full on the due date, a School Fees Payment Authority form must be completed for payment by instalments.</b> |
| Term 2 | 23 April 2019   |  |
| Term 3 | 15 July 2019    |  |
| Term 4 | 8 October 2019  |  |

Payment, on a term by term basis, is required in full by the first day of each term. The College offers parents two payment options to assist them in paying their account on time by the due date – a term payment option and a College administered instalment payment option.

### Year 12 Due Dates

School fees (i.e. Tuition Fee and Technology Levy) for students in year 12 will have Term 3 and Term 4 fees billed and payable at the beginning of Term 3. This will not apply to those families who have provided the College with a School Fee Payment Authority.

### Term Fee Payment Option

By selecting the option to pay fees by the Term Payment Option, parents agree to pay each of the four term fees by the first day of each term. Payment of fees will be accepted by way of BPay or cheque. Credit card facilities (EFTPOS) are available at the College Office and via the telephone. Cheques should be made payable to Ambrose Treacy College and can be delivered to the College Administration Office or posted to:

Ambrose Treacy College  
Twigg Street  
Indooroopilly Qld 4068

Under no circumstances should cash be mailed to the College.

### **Payment by Instalments Option**

Fees paid by weekly/fortnightly/monthly/term instalments can be arranged by **completing the College's School Fees Payment Authority 2019** form which is available on Seqta and the College's website. Either a direct debit from your nominated bank account or credit card options are available. By selecting the option to pay fees by the Instalment Payment Option, parents agree to pay 40 weekly, 20 fortnightly, 10 monthly or 4 term instalment payments on the designated day(s) of each cycle. The first deduction will be made in February, followed by regular deductions that correspond with the chosen cycle. If the designated day is not a working day, the deduction will be made on the first working day after that payment date. All plans will be concluded according to the cycle schedule no later than mid-November.

### **SIBLING DISCOUNTS**

Discounts are given for brothers who attend Ambrose Treacy College at the same time on the following basis:

1. First child – full Tuition Fee payable.
2. Second Child – 10% discount on the basic Tuition Fee. This discount does not apply to any of the Levies currently imposed by the College
3. Third Child – 50% discount on the basic Tuition Fee. This discount does not apply to any of the Levies currently imposed by the College.

These sibling discounts are only available when the siblings attend the school together for the duration of the same school term.

### **PARENT CONTRACT**

Prior to a student being accepted into the College, each parent/guardian will be asked to sign a contract agreeing to abide by the rules of the College. Part of this agreement stipulates that the parents agree to abide by the College policy on fees and to remit fees within the prescribed time. This agreement will remain in force for the period of the student's enrolment at the College.

### **NON-PAYMENT OF FEES**

Parents are reminded of their obligation to contact the College promptly if there is any change regarding fee-paying arrangements. Participation in the College's extra-curricular offerings (e.g. optional instrumental music program, Ski Trip and Japan Tour etc) is dependent on a student's school fees being up to date and/or a payment plan in place to settle outstanding debt.

Overdue accounts cause great difficulty for the College in meeting its financial obligations. Where parents allow accounts to become overdue without contacting the College either of the following courses of action may be taken by the College:

1. Parents will be required to meet with the Business Manager and/or Principal to discuss the payment of outstanding fees; failure to acknowledge and address outstanding debts may place the student's continued enrolment at risk.
2. The debt may be referred to a commercial recovery agent engaged by the College for action including possible litigation. Any costs incurred by the College for the recovery of schools fees will be added to the existing school fee account.

### **REFUND POLICY**

Notice of withdrawal of a student must be given in writing to the Principal with at least a full term's notice (3 months). Verbal notification or notification to staff members other than the Principal is not considered due notice. Failure to provide such advice to the School in writing will result in a payment of fees of at least one term's tuition fees in lieu of the required notice.

### **AMBROSE TREACY COLLEGE BUILDING FUND CONTRIBUTIONS**

Ambrose Treacy College (formerly Nudgee Junior College) was established in 1938, and is responsible for funding all building works over and above any funds received through Government grants. To provide world class facilities in pursuit of academic outcomes, every family is encouraged to make a voluntary donation per annum to the Building Fund. Ambrose Treacy College Building Fund has been endorsed by the Australia Taxation Office as a Deductible Gift Recipient. This means that donations made to the College Building Fund are 100% tax deductible.

### **EDMUND RICE FOUNDATION LEVY**

The Edmund Rice Foundation (Australia) is a non-government organisation which supports sustainable development projects in developing countries. The Foundation supports projects which work collaboratively with local communities, are grounded in the expressed needs of those communities, promote continuous improvement and the wellbeing of those communities and deliver a fair distribution of the benefits that result from the projects.

### **GOODS AND SERVICES TAX**

The College is required to comply with the Goods and Services Tax (GST) introduced from July 1, 2000. The basis on which GST is charged to parents may vary with changes to the GST legislation or its interpretation by the Australian Taxation Office. Minor amounts may be charged to fee accounts for the GST component of taxable activities (e.g. food supplied on excursions) which occur during the school year.