



2019 School Fees & Fee Policy



Dear Parents and Guardians

Building on Our Mission and Our Vision was the development of our Educational Strategic Plan incorporating the adoption of exciting, new programs and a restructure of the Campuses in order to best meet future educational challenges and the needs of our students.

In 2018, the College received approximately 68% of its total income from Government Grants with the remainder of the income derived from school fees (29%) and miscellaneous income sources (3%).

Again, there is ongoing uncertainty surrounding future Government Grants and the College has geared its fee structure in continued preparation to put the College in a stronger position with Government funding models post 2018 incorporating the “capacity to pay” model.

In 2018 Padua College continued to maintain a balance between growing its Campuses and continuously improving the quality of existing services offered to the Padua College community.

We look forward to the completion of the Whyte Senior Learning Centre in 2019 as well as specialist classroom upgrades throughout the College.

The 2019 School Fees have been developed in support of the Educational Strategic Plan and in accordance with Board Directives to enable the provision of quality, affordable Catholic Education to our students. On this basis, school fees have been set with a 6% increase.

Russell Saunders
Business Manager

School Fees 2019

Year Level	Tuition Fee	Composite Fee	Total Fees
7	\$4,615	\$1,155	\$5,770
8	\$4,615	\$1,155	\$5,770
9	\$4,615	\$2,105	\$6,720
10	\$4,615	\$1,155	\$5,770
11	\$5,040	\$1,340	\$6,380
12	\$5,040	\$1,340	\$6,380

A **Composite Fee** incorporates the following fees and charges.

- Subject Levies
- Student Infrastructure and technology
- Camps, Retreats and Excursions
- Year 9 Aspire Program

No reductions are available for the Composite Fee.

Other optional Programs available to students not included in the Tuition Fee are:

- VET (Vocational Education and Training) will be charged on the 2019 Fee statement
- Instrumental Music Lessons
- Music Festival and Drama Performance Tickets
- Overseas excursions
- Outdoor Education

Year 10	\$400.00 per semester
Year 11	\$800.00 per year
Year 12	\$800.00 per year

(Outdoor Ed will be charged on to the Fee statement once your student starts the subject)

Sibling Discount

2 nd Child	10% of Tuition Fee
3 rd Child	20% of Tuition Fee
4 th Child	40% of Tuition Fee
5 th Child	50% of Tuition Fee

Exchange Students

Padua College encourages the Exchange Student Program.

Overseas students who elect to attend the College under this scheme will be expected to pay the Composite Fee for the period concerned in addition to supplying their own uniform, textbooks and electronic devices. Any extra- curricular activities and transport charges will also be the responsibility of the host family.

It is expected that the upfront payment of the pro-rata Composite Fee is settled upon enrolment of any exchange student.

Students from the College embarking on an Exchange Program will not be charged full fees for the period of exchange. Their place at the College will be guaranteed on their return, conditional on the period of exchange not exceeding twelve months.

Fee Relief

Fee Relief is available to assist families who are experiencing financial hardship and have a current Health Care Card or Pension Card.

Consideration will only be given to those completing an Application for Concessional Fees form along with required documentary evidence. This form is required to be completed every year even if you were a prior recipient of relief.



Forms are available from the accounts department at the beginning of the year and must be submitted by Friday 1st February 2019.

Those families with outstanding fees from previous years may not be eligible for concession.

Refund Policy - Notice of Withdrawal

A full terms notice in writing must be given to the Principal when withdrawing your child/children from the College, subsequently one full term fees (i.e. One quarter of the annual tuition fee) may be charged.

Absence for Prolonged Periods of Time

Special arrangements will be determined on an individual basis, following consultation with the Business Manager. Any outstanding fees that exist at the commencement of the absence are expected to be paid in full prior to leaving.

Terms of Payment

Padua College offers multiple options for the payment of fees:

Annually

A lump sum payment of total fees is due by Thursday, 28 February 2019. All fees received in full on or before this date will receive a 5% Discount on the Tuition Fee component less sibling discount (if applicable).

Other Instalments Options

We will charge all fees to your account by the Friday, 14 December 2018 and email this account to you.

You can pay this in four ways:

4 Term payments due and payable on the Friday prior to next term beginning

- Term 1 due Friday 1 February
- Term 2 due Friday 19 April
- Term 3 due Friday 12 July
- Term 4 due Friday 4 October

10 Monthly payments to start on Thursday 9 February and due on Saturday 9 November

20 Fortnightly payments to start on Friday 8 February and due on Friday 1 November

40 Weekly Payments to commence on Friday 8 February and due on Friday 8 November

For information purposes, statements will be sent to each family on a monthly basis regardless of the payment method chosen (weekly, fortnightly, monthly or quarterly).

Payment Methods

A variety of payment methods are accepted:

- Cash
- Cheque or Money Order
- Credit Card (Visa/MasterCard)
- Direct Debit to Bank Account
- BPAY: Please see your statement for biller code and reference number



Unpaid School Fees

Parents/Guardians are responsible for payment of all fees. In all cases, signatories to the enrolment forms will be held responsible for the payment of fees.

The school reserves the right to refuse access to extracurricular activities to students whose fees are in arrears.

In cases where there has been substantial non-compliance with the Colleges terms of payment, the College may impose special conditions upon payment of your account.

The following steps will be taken in relation to the collection of unpaid school fees:

1. For those who fail to keep up with their commitments, the matter will be brought to your attention promptly and responses sought. Where fees are in arrears, the full balance becomes due and payable.
2. Follow-up on a personal basis by phone call, email, text message or appointment will follow if there is no response. This follow-up will be conducted by an appropriate person in a sensitive, discreet and confidential matter.
3. If this fails, a formal letter from the school will be sent to remind parents of their obligation. This letter will include an invitation to discuss the matter with the Business Manager and a specified timeframe for a response.
4. If this course of action is not successful, the school may decide to send a letter seeking payment and outlining the possible actions, including legal action that may occur if payment is not received within the specified timeframe.
5. If the above still does not resolve fee payment then, the school may seek the services of a debt collector or issue a letter through a solicitor.
6. Further proceedings in accordance with our College Debt Collection Policy and Procedures may be initiated.



Enquiries

Any concerns or queries about payment of fees and charges may be discussed in confidence with the Accounts department or the Business Manager.

Account queries may also be directed to fees@padua.vic.edu.au

Please note: Your ongoing obligations, financial and otherwise are accepted at the time of enrolment. Please contact the Accounts Department or Business Manager for further information on these matters.