SCHOOL FEE INFORMATION

Fees and levies at Emmaus College are set on an annual basis. Parents are notified through the Newsletter and mail-outs. Fee components are set by Brisbane Catholic Education and fees and levies are reviewed each year in light of current economic trends. As an Archdiocesan College, the need to keep fee structures at an attainable level is recognized.

Families are charged an overall amount which covers the College’s financial need. This overall fee is made up of:-

1. Tuition Fee
2. Building Fund Levy
3. Resource Levy
4. Information Technology Levy; and
5. Parents & Friends Levy

The fees and levies collected at Emmaus are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- To provide teaching, administrative and ground staff
- To provide essential resources, materials, facilities and equipment
- To maintain buildings, grounds and facilities
- To pay outstanding loans on facilities
- To pay recurrent costs such as electricity, rates, phone, insurance, cleaning
- To pay an Education Levy to Brisbane Catholic Education for contribution towards staffing and service costs
- To support the College 1:1 computer program

Issuing of Accounts

School fees are issued prior to the commencement of each term. The due date for payment is the Friday of week 2 of the term. The statement will show the following:

- Tuition Fee per student – which is charged to educate your child/children
- Building Fund Levy – used to pay loans and to maintain buildings
- Levies – used to resource the activities undertaken by the students
- Parents and Friends Association Levy – used to fund priorities identified by the parent body

Parents may choose other options for payment e.g. full year or monthly. Please contact the Finance Department.

Methods of Payment

Payment may be made by cash (always pay in person and obtain a receipt), cheque or debit card. For your added convenience, EFTPOS, BPay, Direct Debit and BPoint facilities are available.
**Reminder Notices**
A reminder notice will be sent to families one week prior to the due date. Should parents/carers feel they will be unable to pay their account in full prior to the due date they should contact the College immediately.

**Overdue Accounts**
If an account is unpaid as and when the account falls due and the College has not come to an agreement with the parent/carer, an overdue fee will be charged to the account. This additional charge will be used to pay for the administrative expenses involved in managing overdue accounts. **If the College has been contacted prior to the due date and an alternative arrangement has been agreed to by the College, this fee will not be charged.**

The College also outsources the collection of overdue accounts to a debt collection service; this may affect the parent/carer’s credit rating.

**Concessions**
In cases of financial hardship the College will consider offering a concession on Tuition Fees.

A concession on tuition fees is designed to assist with short term hardship of families.

Concessions are considered at the commencement of each year or when the hardship within the family occurs. Concessions on fees are reviewed regularly. The assessment process takes all income into consideration including Wages, Youth Allowance and all Centre-link payments. Parents complete an **Application for Fee Concession**, obtained from the Business Manager, and an interview appointment is arranged.

Concessions must be applied for annually and are not guaranteed.

**Discounts**
A 5% discount on Tuition fees is also offered if full fees for the year are paid at the beginning of the year and up until the first account is due.

**Multiple Family Enrolments**
A discount of 20% is offered on tuition fees for the second child enrolled; 35% off tuition fees for the third child and 50% for the fourth and any subsequent children enrolled. However, all levies apply as these are for materials, equipment, resources and excursions.

**Other Costs**
As part of senior school, some students undertake certificate courses either at school or offsite. In some cases there are costs associated with these courses and in such cases, these costs will need to be met by the student or parent. Resources provided by the college such as padlocks, diaries and IT resources are available for replacement at the cost to students/parents/carers.