Compulsory Fees and Charges 2015

Semester 1

Term 1: Monday 2 February – Thursday 2 April
Term 2: Monday 20 April – Friday 3 July

Semester 2

Term 3: Monday 20 July – Friday 25 September
Term 4: Monday 12 October – Friday 11 December

Please note: Term dates may be subject to change.
ENROLMENT

Enrolment Fees
In order to register a student for enrolment, an Expression of Interest for Enrolment form must be completed and presented to the College, together with a copy of the child’s birth and Baptism certificates and an administration fee of $50.00. This fee is non-refundable and does not guarantee enrolment.

An Expression of Interest for Enrolment form can be downloaded from the College website:

www.kolbe.wa.edu.au/enrolments/admission-forms/

Acceptance of Enrolment Fee
Acceptance of Enrolment fee shall be $750.00 and will be deducted from the first semester’s tuition fees in the year of enrolment. Where circumstances beyond the control of parents result in an acceptance of enrolment not being fulfilled the Principal shall give consideration to a refund of the Acceptance of Enrolment fee. Where circumstances are within parents control the fee will be non-refundable.

COMPULSORY FEES AND CHARGES
The fees and charges associated with a Kolbe Catholic College education for your child are clearly detailed in this booklet. At the beginning of the College year, parents/guardians will receive a statement outlining their child/ren’s annual tuition fee, resources levy, curriculum levy and any other associated fees and charges.

2015 Compulsory Tuition Fee Years 7 – 12 $3366.00
Resources Levy Years 7 – 12 $150.00
Curriculum Levy $150.00
Levies (per family)
  Building Levy $505.00
  P & F Association Levy $120.00
Camps and Retreats (camps and retreats will be invoiced separately and are to be paid prior to the event)
  Year 7 Camp $TBA
  Year 11 Retreat $TBA
  Year 12 Retreat $TBA
  Outdoor Education Year 10 Camp $TBA
  Music Camp $TBA
Additional Course Charge
  WPL Program Years 11 – 12 $400.00
Resources Levy

This annual fee covers:
- Subject text books and ebooks
- General subject consumables
- Mathletics
- Photocopying and printing information distributed to students by subject teachers
- Student Diary
- College Year Book.

Please note, text books lost or damaged will be billed to the parent/guardian’s.

Curriculum Levy

This annual fee covers subject incursions, excursions and transport costs.

Parents & Friends Levy

The Parents and Friends’ Association has an active role in fund raising for school amenities and teaching equipment. An annual payment of $120 per family is compulsory and the support of all parents is encouraged.

Building Levy

The College Board has established a Building Levy. This is a compulsory payment and is NOT tax deductible.

Camps and Excursions

Year 7 students will be attending an Orientation Camp early in Term One. A separate invoice will be issued prior to the camp once costs have been established.

Year 11 and 12 students will also attend a Retreat later in the year. A separate invoice will be issued prior to the camp once costs have been established.

These are compulsory College events and all students are expected to be in attendance.

Year 10 Outdoor Education Camp

All students enrolled in Year 10 Outdoor Education will be attending an Outdoor Education Camp. A separate invoice will be issued prior to the camp once costs have been established.

Music Camp

Students attending the music camp will be charged a levy and this cost will be invoiced separately. The cost will be communicated to parents at a later date.
**Music Tuition**

Instrumental music tuition as an optional extra is available. The annual tuition fee is $850 and must be paid in full by 1 April 2015. If a student withdraws from the music tuition program refunds will NOT be paid. Please contact the College Performing Arts Administrative Assistant, Mrs Louise Vincent if you have any queries.

**Family Discounts (Tuition fee only)**

<table>
<thead>
<tr>
<th>Child</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First child</td>
<td>Full rates</td>
</tr>
<tr>
<td>Second child</td>
<td>15% discount</td>
</tr>
<tr>
<td>Third child</td>
<td>50% discount</td>
</tr>
<tr>
<td>Fourth</td>
<td>100% discount</td>
</tr>
</tbody>
</table>

**Student Withdrawals**

Notice of withdrawal can only be given in writing to the Principal. Verbal notification is not considered due notice. A parent/guardian must give notice of one term prior to the withdrawal of a student. In default of such notice, one quarter of the annual fee (one term’s fee) will be payable.

**Health Care Card Tuition Fee Discount Scheme**

Parents/guardians who are responsible for the payment of College fees and hold a current means tested Family Health Care Card (HCC) or Pensioner Concession Card (PCC) with the code “PPS” will be entitled to a discount of tuition fees. The tuition fee will be discounted to $1400.00 per annum. Other specific charges still apply, e.g. P & F Levy, book levy, excursions, etc.

During the first term of each year, eligible HCC and PPS holders will be required to present their card and to complete a simple form. Once this has occurred, the discount will be automatically applied.

**Secondary Assistance Scheme**

The Minister for Education has approved the Education Programme Allowance for 2015 of Years 7 – 12 for $235 (paid directly to the College) plus a Clothing Allowance of $115 (paid directly to the parent/guardian)

Eligibility for the scheme is dependent on parent/guardian holding one of the following cards:

- Centrelink Pensioner Concession Card
- Centrelink Family Health Care Card
- Department of Veterans’ Affairs Pensioner Concession Card (blue card only)

The card held must be valid during the first term and the application must be completed and submitted by 2 April 2015.
Application forms will be available from the College Reception and the relevant card must be sighted at the time of application. Any questions relating to the Secondary Assistance Scheme or eligibility can be directed to the Accounts Receivable Officer on 9591 4210.

Please note if you are eligible for the Secondary Assistance Scheme and the HCC Tuition Fee Discount, the $235 rebate received by the College is applied as a discount included as part of the subsidy offered by the Catholic Education Office to reduce maximum fees to $1400 per student per annum.

**PAYMENT OF FEES**

Statement of Fees are emailed four (4) times per year, Term 1 (February), Term 2 (May), Term 3 (July) and Term 4 (October). Payment due dates will be advised on the Statement of Account. Please ensure the College holds the current email address of the account holder.

**Payment Options**

The College's preferred method of payment is by direct debit, all fees can be paid by this option.

**Option 1 - Direct Debit**

This allows your account to be paid automatically to the College from a nominated bank account by weekly, fortnightly or monthly payments. The advantages to you are:

- regular repayments
- no cheque or postage fees
- no bank transfer fees
- simple one-off processing method.

If you need assistance to establish a direct debit payment, please contact the Accounts Receivable Officer on 9591 4210. It is the responsibility of the Debtor to ensure direct debit payments finalise the total account by **FRIDAY 30 OCTOBER 2015**.

**Option 2 - Payment in full by the due date**

A 5% discount applies to the tuition fee component only (less any applicable discounts applied against the tuition fees) if the total of the invoice is paid on or before Friday 27 February 2015.

**Option 3 - Payment in FOUR instalments**

Due dates for 2015 are 27 February, 29 May, 28 August with the balance of all fees and charges due on 30 October.
Method of Payment

In person
Present the remittance advice with your payment to the College Reception during office hours (8.00am to 4.00pm weekdays).

By mail
Complete the statement remittance advice and together with your cheque or credit card details post to:

Kolbe Catholic College
PO Box 2185
Rockingham WA 6967

By phone
Telephone the College Accounts Receivable Officer on 9591 4210, please ensure you have your credit card details available. The College accepts payment by MasterCard and Visa credit cards only.

Electronic Transfer
For information on making an electronic transfer directly to the College bank account, please telephone the Accounts Receivable Officer on 9591 4210.

Late Payment
Late payment of fees and charges will lead to a debt recovery process being implemented. Families who may be experiencing financial difficulties are encouraged to contact the Finance Manager, Sam Veenhuizen on 9591 4209 to discuss an alternative payment arrangement.

Insurance
It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. The College does not accept responsibility for loss of or damage to personal effects and property, or for bodily injury or property damage incurred by students.

The College P & F provides 24hr, 365 days per year Personal Accident Insurance cover for all students attending Kolbe Catholic College. Parents wishing to make a claim should deal direct with the Insurers – Catholic Church Insurances (CCI).
GENERAL INFORMATION

Punctuality and Attendance
Students should arrive at the College by 8.25 am each day. If a student is going to be absent, a parent/guardian should:

1. Submit an online “Report a Student Absence” form via the “Kommunity”, parent portal.
2. Telephone Student Reception on the Absentee Line: 9591 4251. Parents may leave a message on this service at any time of the day.
3. Send a formal letter to the College when the student returns.

Newsletters
An eNews is issued every fortnight. It is imperative that parents/guardians notify the College of any changes to their email address provided.

P & F Meetings
P & F Meetings are generally held on two occasions per term. Please see the yearly calendar in the Student Diary.

Uniform Shop Location and Hours
The uniform shop is located on the North West side of the Sports Hall. Opening hours are:

- Monday & Wednesdays: 7.30am – 10.30am
- Thursday: 1.00pm – 5.00pm

The shop carries a large range of second hand uniforms; please enquire at the Uniform Shop. Please note cash only for all second hand uniform purchases.

Canteen
The canteen is open for breakfast, morning tea and lunch, please refer to the College website for current menu details.
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