



KOLBE CATHOLIC COLLEGE

Courage – Faith – Excellence

Compulsory Fees and Charges 2017

Semester 1

Term 1: Wednesday 1 February – Friday 7 April

Term 2: Monday 24 April – Friday 30 June

Semester 2

Term 3: Monday 17 July – Friday 22 September

Term 4: Monday 9 October – Friday 8 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.

2017 Compulsory Tuition Fee Years 7 – 12	\$3434.00
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Resources Levy Years 7 – 12	\$200.00
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Curriculum Levy	\$125.00
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Levies (per family)

Building Levy	\$680.00
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P & F Association Levy	\$120.00
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Camps and Retreats (*camps and retreats will be invoiced separately and are to be paid prior to the event*)

Year 7 Camp	\$200.00
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Year 11 Retreat	\$180.00
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Year 12 Retreat	\$180.00
Outdoor Education Year 10 Camp	\$120.00
Music Camp	\$150.00

Additional Course Charge

WPL Program Years 11 – 12	\$400.00
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Resources Levy

This annual fee covers:

- Subject text books and ebooks
- General subject consumables
- Curriculum related software
- 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 curriculum related 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.

Year 11 and 12 students will also attend a Retreat later in the year.

Payments for camps and excursions must be made separately to school fee accounts. These are compulsory College events and all students are expected to be in attendance, otherwise a medical certificate must be provided.

Year 10 Outdoor Education Camp

All students enrolled in Year 10 Outdoor Education will be attending a compulsory Outdoor Education Camp.

Music Camp

Students may be invited to attend Music Camp. Payment for this camp must be made separately to school fees.

Music Tuition

Instrumental music tuition as an optional extra is available. The annual tuition fee is \$900 and payment for this must be arranged separately to College fee accounts. If a student withdraws from the music tuition program refunds will NOT be paid. Further information can be found in the 2017 Music Tuition Booklet. Please contact the College Performing Arts Department if you have any queries.

Family Discounts (Tuition fee only)

First child	Full rates
Second child	15% discount
Third child	50% discount
Fourth	100% discount

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 2017 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.

The card held must be valid during the first term and the application must be completed and submitted by **Thursday 6 April 2017**.

Application forms will be available from the College Reception and the relevant card must be sighted at the time of application. It is a requirement that applicant bank details are provided to enable payment of the clothing allowance. 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. If you have applied to receive ABSTUDY, you are ineligible to claim Secondary Assistance.

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 **TUESDAY 31 OCTOBER 2017**.

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 Tuesday 28 February 2017.

Option 3 - Payment in FOUR instalments

Due dates for 2016 are 28 February, 31 May, 31 August with the balance of all fees and charges due on 31 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 College Finance Manager on 9591 4209 to discuss an alternative financial 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 SEQTA Engage. A link can be found on the footer of the College website.
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.

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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