



ST DOMINIC'S COLLEGE

COLLEGE FEES 2021

Please read this information in conjunction with the
College Fee Schedule 2021
(copy can be viewed on our Website).

FEE INFORMATION

St Dominic's College generates an all-inclusive tuition fee which supports costs related to College tuition, curriculum, administration, most subject charges, sports, camps, swimming, excursions, reflection days, liturgies and Masses, bus transport, venue hire, competition entries, library resources, examination papers and other incidental costs.

Also **included** in this fee are cover for students for the following:

Ambulance—100% of cost of transportation. In the event, an ambulance is called to transport your child to hospital.

Insurance—100% of cost of 24/7 Student Personal Accident Insurance (Policy has limited benefits). It covers all students enrolled at the College for 24 hours/day, 365 days/year at school or home. Students are covered for serious injuries at school, in those circumstances where the school has legal liability. This includes excursions, camps and students on work experience. A copy of benefits is available on request.

Not included in this fee are the following:

Purchase of compulsory College uniforms, computers, annual photos, Year 12 Formal, optional aspects of the College's program or services provided such as music tuition, external sporting team costs, some public transport costs, some extra-curricular activities, non-compulsory tours and camps or damage to College property. These expenses, if applicable, will be charged at various times through the year to your account.

Except where specially noted, in interpretation of the following, the words 'school fees' and 'fees' should be taken to include School Fees, Building Levy and any other fees or charges as advised by the College from time to time.

FEE COLLECTION INFORMATION

Payment of school fees is subject to certain general requirements as detailed at Enrolment, in the Information below and in the Payment Arrangement Plan (online form).

To streamline the fee payment process, all families must complete and submit the online Payment Arrangement Plan Form for 2021. You are required to nominate which option you elect for payment of your fees in 2021. You should insure you manage your account suitably in order to meet this commitment. If a payment plan falls into arrears, the College reserves the right to seek term payment in full by the due date. You must contact the Fees Office immediately you make changes to this arrangement.

The fees set by the College Board are all-inclusive and cover items as detailed above. The Board is conscious of the financial pressure on families and aims to keep costs and expenses as low as possible. For all families, having a solid plan for payment of school fees is an important first step. A program linking fee payments to your income, such as weekly wages, benefits, etc. is recommended.



ST DOMINIC'S COLLEGE

Fees are billed and issued to all families at the beginning of each Term 1, Term 2, Term 3 and Term 4 (Year 12 will be billed over the first 3 terms). A 5% discount off tuition fees will apply to all accounts paid in full by 31st March 2021. Term fee payments are to be received in full by the due date noted on statement (approximately 6 weeks after billing date).

SIBLING DISCOUNTS

A discount will apply where more than one child in a family (daughter or son) is concurrently attending a Catholic school in the Parramatta Diocese.

This is not an automatic discount, if you wish to apply for sibling discount for your son attending St Dominic's College, you must complete and submit the online Sibling Discount Form.

A sibling discount applies to the fees only of second and subsequent children attending a Catholic school. For further information refer to the College Fee Schedule.

DEPARTURE WITHOUT NOTICE

Parents are reminded that 10 weeks written notification of a student withdrawing during the College year is required. If notice of withdrawal is not received by the Principal within this time frame a payment of 10 weeks fees in lieu is required in accordance with the conditions of Student Enrolment.

FEE CONCESSIONS

This is available by application only.

We acknowledge there may be occasions when a family cannot meet the payment structures presented. As per the College Fee Collection Policy, families who genuinely feel they will have difficulty meeting a fee payment are urged to discuss issues that may affect the timely payment of current or future fees with the Director of Business Services. We encourage parents experiencing genuine hardship to make contact as early as possible to avoid any embarrassment resulting from our follow-up action.

Fee concessions are determined on the basis of a just and equitable formula, in consultation with the Principal and College Board Fee Committee. Reductions in fees are considered in terms of the financial needs of the family and will be subject to set criteria. Proof of income is required.

All information in relation to variations are treated confidentially and are assessed for the current year only.



ST DOMINIC'S COLLEGE

FEE PAYMENT OPTIONS

The following two options for the payment of College fees are available:

- A. PAYMENT IN FULL BY **31ST MARCH 2021**
- B. A PAYMENT ARRANGEMENT PLAN

To assist families in managing their cash flow across the year a *Payment Arrangement Plan* form must be completed and submitted online.

You may do this via:

1. per week or per fortnight payments, *or*
2. per month payments – **Due by 25th day of each month, or**
3. per term payments - **Due by** nominated date as indicated on Fees Statement (approximately 6 weeks from issue date).

All payment arrangements must have the account paid in full by **3rd December 2021**. Please note that any arrangement falling outside the above options must be approved by the Director of Business Services by appointment only.

Instalment plans may be arranged to suit family budgets. Please contact the Fee Office on 02 8415 9137 if you would like some assistance in working out the required payments to clear your account balance prior to the end of the 2021 College year.

We need to know if your circumstances change at any time throughout the year or you are experiencing financial difficulty. Contact the Fee Office or Director of Business Services as soon as possible to discuss payments.

Confidentiality is assured.

PAYMENT FACILITIES 2021

The following payment options are available to pay your account:

Bpay (preferred method of payment)

BPoint (Direct Debit payment plan)

On-line Credit Card (via St Dominic's College website www.stdominics.nsw.edu.au)

Eftpos (in person at fee office – 8am to 3.30pm)



ST DOMINIC'S COLLEGE

FEE COLLECTION GUIDELINES

To ensure transparency and consistency in approach and process for all families, the following will apply:

1. College Fees will be billed at the beginning of each Term 1, Term 2, Term 3 and Term 4 (Year 12 will be billed over the first 3 terms) and a statement will be issued each term.
2. Term statements will be issued by the end of the second week of Term 1 (in February) and by the first week in each of Terms 2, 3 and 4, at approximately 90-day intervals.
3. Payment due date is nominated on each statement, being in March, June, August and November. Term payments must be received by the due date.
4. Full payment discount will be applied to whole of year payment only, if received by 31st March of the current year.
5. Where a payment arrangement plan option has been chosen, payments must be calculated to ensure payment in full is received by **3rd December** of the current year.
6. In justice to families who pay their fee account regularly and on time, the College will rigorously follow up all overdue accounts.
7. Any arrangements to extend the terms of a payment arrangement plan must be approved by the Director of Business Services prior to the Term 1 nominated due date.
8. If a payment is missed or no payment has been received, the College will follow the Debt Collection procedure (see below). Families will be contacted by the Director of Business Services (or a nominated representative) and dialogue will continue until such time as the matter has been suitably rectified.
9. If the fee payer continues to disregard their financial obligation to the College, i.e. fees remain outstanding and all attempts to make formal payment arrangements have failed or the period of no contact has been more than 2 months, and/or a payment arrangement falls more than two payments behind, the account will be considered by the Director of Business Services for referral to an external collection agency.
10. Absence during the whole term, part of the term or from a scheduled compulsory activity does not remove the obligation to make payment of all the term's fees.
11. For students not enrolled at the school for the full year, fees will be payable on a pro-rata basis, based upon the number of weeks attended over the year (40 weeks). Attendance for part of a week will be deemed a full week for the purposes of this calculation.
12. Parents will be charged for the replacement cost of damaged or unreturned equipment or books.
13. In addition to any action taken to recover outstanding fees, the enrolment of the student(s) may be discontinued.

*Please refer to the full **Fee Collection Policy** on the College Website.*



ST DOMINIC'S COLLEGE

DEBT COLLECTION PROCEDURES

As a last resort, the College will use a debt collection agency and/or take legal action where there has not been acceptable communication or responses to earlier approaches. Costs incurred by the College for such an action will be passed directly on to the family.

Overdue Letters/Emails: Letter One - Letter Two

These are letters sent to all debtors whose account is deemed to be in default due to failure to do one of the following:

- submit a payment arrangement plan
- adhere to a submitted payment arrangement plan
- finalise the outstanding balance
- contact the College to discuss the account.

Final Notice:

A final notice is sent to all debtors who have not responded to overdue letter one or two. These debtors have not paid in full or have not set a payment arrangement plan in place since overdue letter one or two were sent.

A final notice is sent to debtors on payment arrangement plans that have not finalised their account by 3 December.

The Principal is charged by the St Dominic's College Board Finance committee with collecting fees, particularly overdue and long-term debts.

Refer example flowchart following.



ST DOMINIC'S COLLEGE

Example Flowchart: Term 1 2021

