

St Scholastica's College

Fees Terms and Conditions Notice



- Australian Students -

The College acknowledges the commitment made by parents who have chosen to send their daughter(s) to St Scholastica's College Glebe, a school of Good Samaritan Education. Each year the College Board^(*) reviews and sets the fees at a level that enables excellence in teaching and learning and ensures the effective functioning of the College. A major part of the annual budget is allocated to the payment of salaries. In addition, the College budgets for ongoing teaching and learning resources, maintenance, repayment of capital loans, refurbishment and building projects.

The College is a not-for-profit entity and most of its annual recurrent income is derived from fees. Timely payment of fees therefore is vital to ensure the continued efficient operation and sound financial management of the College.

Please note that tuition fees do not cover the cost of: courses run by other institutions (e.g., TAFE, Distance Education or NSW School of Languages), textbooks, laptops, uniforms, overnight camps, overnight retreats or extra-curricular activities (for example, optional sport and music).

(*) Fees are subject to change.

1. Fees

The parents/guardians who signed the enrolment form (whether living together or formally separated) **are jointly and severally responsible for payment of all fees** (tuition/boarding and other charges). The College does not issue split bills to parents/guardians.

1.1 Fee Statements

Fee statements are issued via email in February 2025. Annual tuition fees and charges are invoiced in full in Term 1. Please note you cannot access fee statements or pay tuition fees via Compass.

1.2 Fee Payments - School EasyPay

All fees and charges are to be paid using the **School EasyPay** instalment payments system. Parents/guardians register with School EasyPay using the link provided on the fee statement and nominate a bank account (fee free) or credit card (incurs a 1.85% fee) or debit card (incurs 1.32% fee). Instalments are direct debited as per the nominated frequency options below:

Payment by Semester:

- 2 x Semesterly instalments, each of which is half of the annual total fees and charges and will be processed on the following dates:
Semester 1 – 25 March 2025
Semester 2 – 25 July 2025

Or, Payment by Monthly or Fortnightly Instalments:

Between March 2025 and October 2025:

- 8 equal monthly instalments (from 20 March); or
 - 16 equal fortnightly instalments (from 13 March);
- with each payment being one-eighth or one-sixteenth respectively of the total annual fees and charges.

Once registered, the direct debit arrangement will be operational for the duration of your child's attendance at St Scholastica's College. Any changes must be made in writing to the Business Office (business@scholastica.nsw.edu.au).

Please note, for parents/guardians who in 2024 were paying via School EasyPay instalments, **NO ACTION** is required. Your instalments will continue as per your previously nominated frequency commencing March

2025. **All accounts are required to have a zero balance at the end of each calendar year.**

1.3 Other Payment Option (Payment in full)

To pay the annual tuition fees and charges in full please pay by 25 March 2025 via BPay (fee free) or by debit card (fee free) or credit card (fees apply) via BPOINT. Please refer to your statement for payment instructions/link.

1.4 Late Payment of School Fees

It is a condition of acceptance and admission of each child into the College that parents/guardians meet their obligation to pay school fees when due, unless a prior extension of time has been granted or a formal agreement has been reached, in writing, with the Principal and the Business Manager.

If school fees remain outstanding after the due date the College reserves the right to:

- deny the return of a student;
- deny the enrolment of a sibling;
- exclude the student from some extra-curricular activities including (but not limited to) overseas exchanges and sporting trips;
- deny enrolment in courses offered with external providers, including but not limited to, TAFE, Southern Cross College, Sydney Distance Education High School, NSW School of Languages;
- withdraw the student from the College.

Parents/guardians unable to meet their payment obligations must contact the Business Office to request an extension or to agree to a suitable payment arrangement. Parents/guardians who fail to do so will be required to attend a meeting with the Principal and Business Manager.

1.5 Debt Collection

Where parents/guardians fail to pay by the due date, do not respond to reminder notices and do not contact the College to make alternative arrangements, the College will engage the services of a professional debt collection agency or solicitor.

All negotiations for payment must then be made with the debt collection agency.

The parents/guardians who sign the application form agree to indemnify the College for any legal, mercantile agent or collection costs incurred by the College in collecting outstanding fees.

2. Sibling Discount

A sibling discount applies where families have more than one student concurrently enrolled at the College. A 10% discount applies to the tuition fees of the first and subsequent siblings. For the purpose of these concessions, 'sibling' means a sister of a current student having either one or both parents in common (including by way of adoption recognised at law), or as otherwise agreed by the College in its discretion. Stepsiblings are not eligible for the discount.

3. Camps and Year 11 Retreat

Year 7 camp, Year 10 camp and Year 11 retreat are compulsory and non-refundable. The cost is in addition to the tuition fees and will be included on your fee statement.

4. Non-Refundable Application Fee and Acceptance Fee

- A non-refundable application fee of \$330 (including GST) is payable when an enrolment application form is lodged.
- A non-refundable fee of \$2,500 for each student is payable on acceptance of an offer.

5. Withdrawal

Where a student withdraws from the College, one full term's notice in writing must be provided to the College Principal and Enrolments Office:

principal@scholastica.nsw.edu.au

enrolments@scholastica.nsw.edu.au

This notice must be signed by the parents/guardians and received before the last school day of the term prior to the term of exit. Where a student is leaving at the end of the school year, notice must be provided by the last day of Term 3. Any outstanding fees or charges must be finalised by the student's last day at the College. Any textbooks, library books or IT equipment on loan to the student by the College must be returned by the student's last day. Parents/guardians will be responsible for the replacement cost of any items not returned.

In the event that:

- A student is withdrawn from the College without a full term's notice; a late withdrawal notification

fee of one full term's tuition fees (plus GST), excluding any sibling discount, is applicable. If a student withdraws mid-term, fees will be charged to the end of that term and may be in addition to any late notification fees.

- If a student is withdrawn from the College and wishes to return at a future date, the non-refundable acceptance fee previously paid will not be retained to hold a place. A new application must be made.

6. Contact Details of Parents and Guardians

It is the responsibility of parents/guardians to ensure that their contact details are kept up-to-date in Compass. For change of address please send an email to the Office: office@scholastica.nsw.edu.au.

7. Voluntary Contributions - Building Fund

Like all schools, our facilities are constantly maintained and developed to meet the changing educational needs of our students. The College has a comprehensive long-term campus maintenance program which is funded through the existing fee structure.

In addition to fees, each College family is asked to make a voluntary tax-deductible contribution of \$400 to the College Building Fund. Donations to the Fund will be used to supplement the borrowings required for the construction of major capital works.

8. Scholarship and Bursary Fund and First Nations Fund

Families are asked to consider making a voluntary contribution to the Scholarship and Bursary Fund, and/or the First Nations Fund. These funds offer support to students whose families are in financial need but want their child to attend St Scholastica's College. Contributions can be made via the website or this link: <https://www.scholastica.nsw.edu.au/scholarshipandbursaryfund>

9. Tax Deductibility

The College Building Fund and the Scholarship and Bursary Fund are endorsed as deductible gift recipients (DGR) under Subdivision 30-BA of the Income Tax Assessment Act (ITAA) 1997. Contributions of \$2 or above to one or both funds are fully tax deductible. Donations to the First Nations Fund (which supports the longstanding tradition of First Nations' education and the 'closing the gap' initiative), are not tax deductible.

Website link:

<https://www.scholastica.nsw.edu.au/giving>



ST SCHOLASTICA'S COLLEGE

A GOOD SAMARITAN SCHOOL IN GLEBE, NSW

A CATHOLIC DAY AND BOARDING SCHOOL
FOR GIRLS IN YEARS 7-12

www.scholastica.nsw.edu.au

A school
like no other