Fees and Payments
(Australian Residents)

St Paul’s School is an Anglican Independent School with a vision to be a leader in educational thinking and practice. The School charges fees to recover costs associated with providing educational opportunities to students and to generate sufficient surpluses to fund future developments. Timely payment of these fees is a condition of parents enrolling their children at the School.

Fee increases occur on a regular (usually annual) basis. The School will ensure that all increases are communicated to families in writing at least 30 days prior to the increase becoming effective. The tuition fee will be inclusive of most curriculum related costs such as excursions and camps for that year. The ICT Levy is charged in addition to the tuition fee. There will be no new curriculum related charges in the year for which the fees are effective. This does not include extra curricular activities or other costs such as uniforms, books and stationery.

SCHOOL FEES

Tuition Fees
The Tuition Fee is divided into four equal amounts and is charged at the beginning of each term. The 2017 fees are:

- Early Learning Centre:
  - Pre-Prep - 5 days per week: $11,380 per annum
  - Pre-Prep - 5 days per fortnight: $5,690 per annum
- Junior School (Prep – Year 6): $10,720 per annum
- Middle & Senior School (Yrs 7-12): $13,570 per annum

The Tuition Fees include Student Accident Insurance which applies worldwide while students are engaged in School activities, including work experience, field activities, sports and excursions. Information about the Plan is available in the Parent Handbook.

ICT Levy
The following charges will apply in relation to the laptop program in 2017. The levy covers the use of the laptop, insurance, maintenance and textbooks:

- Middle School: $630 per annum
- Senior School: $730 per annum

Other Fees
The annual fee covers most compulsory activities, but separate charges are made for some items including:

- stationery packs
- individual and group lessons in Music, Speech & Drama
- Musical Instrument hire
- breakages and damage caused
- cadet and other extracurricular charges
- group photos purchased
- charitable collections
- non-compulsory tours/camps, including but not limited to the Canberra Trip and Year 9 Camp
- Voluntary tax-deductible contributions to the Building, Library and/or Scholarship Funds

Optional Trips and Activities
Students will only be permitted to participate in non-compulsory School trips and activities (eg overseas trips, ski trip, sporting tours etc) if the fee account is fully paid.

Textbooks and Resources
Parents who are residents of Queensland and have students in Years 7 to 12 are generally entitled to a State Government contribution to assist with the purchase of textbooks and resources.

This payment is paid in bulk to the School, and the School then processes the appropriate credit to each fee account. This credit is generally reflected on the second term statements.

For 2016, the amounts were:
- Years 7-10: $121 per student
- Years 11 and 12: $262 per student

TIMING OF PAYMENTS OF FEES

Fees may be paid annually in advance, by term or by monthly/fortnightly/weekly direct debit.

Annual Advance Payments
Fees paid for the full year in advance will attract a 1.5% discount on tuition fees. To qualify for the discount, payment must be made within one week of the commencement of Term 1. It is expected that statements will be issued at least one week prior to the commencement of the term.

Payment of fees for future years is possible, subject to negotiation with the School.

Payment per Term
Parents electing to pay per term must pay fees for the term by the first day of each term. It is expected that statements will be issued at least one week prior to the commencement of the term.

Payment Monthly, Fortnightly or Weekly
Payments can be made monthly, fortnightly or weekly by direct debit from a bank account or credit card. All fees paid by direct debit arrangements must be fully cleared by 31 October annually.

Extra-curricular charges must be paid separately and cannot be included in direct debit arrangements.

FAMILY DISCOUNTS
Family discounts will apply to siblings (not stepbrother or sister) enrolled in Prep to Year 12 at St Paul’s School on the tuition fee component of the school fees. Children must be concurrently attending St Paul’s School. The discounts are:

- 10% for the tuition fees of the second child attending the School
- 15% for the tuition fees of the third or more children attending

The eldest child concurrently attending will always be levied 100% of the standard fees. For the purpose of family discounts, a student in receipt of a scholarship shall be excluded in the application of the discount (for example, if there were four children in the family, and one in receipt of a scholarship, the
other three children would be treated the same as a three-child family).

The sibling discount does not apply to children enrolled in the Early Learning Centre (Pre-Prep).

OTHER CHARGES

Dishonour Fees
If a payment to the School is not honoured and the bank charges the School for the dishonour, the School will pass the charge to the family.

Late Payment Fees
Fees that are not paid by the due date will attract an administrative charge of $50 (ex GST).

Withdrawal of Students
One term’s notice in writing is required in the event of a student’s withdrawal. This correspondence should be addressed to the Headmaster. In the absence of such notice, one term’s tuition fee in lieu of notice will be charged. This provision will not apply if the Headmaster is advised within 30 days of notification of a prospective fee increase. Calculation of the grace period will commence from the date of notice of the fee increase.

FEE BURSARIES OR CONCESSIONS

St Paul's School has an expectation that all fees and charges levied will be paid by families as they fall due. However, the School does acknowledge that situations may arise that cause financial hardship in meeting fee payments. The Headmaster may consider requests for fee relief in light of the needs of the family and the needs of the School to achieve its goal of maximising financial strength. Typically such applications will involve a meeting with the Headmaster and the provision of financial documents to support the application. The Headmaster will make any decision at his discretion.

Any fee concessions granted (not including bursaries) will typically be for periods not exceeding one year.

DEBT RECOVERY

It is expected that fee accounts will be paid as they fall due. Where families have refused to pay fees or arrangements acceptable to St Paul's cannot be made, the School will employ reasonable measures to recover outstanding debts. This could include, but is not limited to, legal action and exclusion of students from the School.

BUILDING, LIBRARY & SCHOLARSHIP FUNDS

St Paul’s School's mission is to be a student-centred Anglican community preparing balanced global citizens with a heart for servant leadership. Families are invited to assist with the development of School facilities by making a voluntary contribution to the Building Fund. The suggested figure of $500 per family is a guide only, and all contributions are greatly appreciated. Donations to the Building Fund are tax deductible and all contributions will directly benefit current and future students.

Parents are also invited to assist the school by making voluntary contributions to the School’s Library Fund. These contributions help the School to provide resources of the highest standard for our students and staff.

We also invite donations to our Scholarship Fund, which is used to provide eligible scholarships, bursaries and prizes.

Donations to the Building, Library and Scholarship Funds are tax deductible.

PAYMENT OPTIONS

School fees can be paid:

- online via the School's website - go to www.stpauls.qld.edu.au and click the “Make a Payment” option. You will need your BPay Ref number to pay in this way.
- by BPay - contact your bank or financial institution to make a payment from your cheque, savings or credit account
- by direct debit - email fees@stpauls.qld.edu.au for further information
- by phone using your BPay Ref number - (02) 8114 3812
- by mail - detach the payment slip from the top of your fee statement, attach your cheque payable to St Paul’s School and post to the School
- in person - by cash, cheque or card at the School’s Accounts Office, upstairs in the Tooth Building

Details of the fee payment options are included with our Fee Statements.

REGISTERING STUDENTS FOR ENROLMENT

Registration for Admission
The Application for Registration fee is $150 (incl GST) per family. It is non refundable and covers the cost of processing applications for admission to the School.

Enrolment Placement Fee
The Enrolment Placement Fee is $500 (GST exempt) per student. It is non refundable and covers the cost of processing of enrolments.

Enrolment Deposit
An Enrolment Deposit of $1,000 (GST exempt) per student (to a maximum of $3,000 per family) is payable by 30 June of the year prior to commencement. For students starting immediately, it must be paid on acceptance of the position. The Enrolment Deposits paid by each family are refunded in ascending value order (so, for example, if a family has four children and has paid $1,500 against one child, $1,000 against another, $500 against another and nil against another, as the children leave the school the first refund will be nil, the next $500, then $1,000, then $1,500).

Deposits are refunded within six weeks of the student leaving the school provided all outstanding amounts have been paid.

Current Students
In the event that current students are withdrawn without the required notice this deposit will be applied towards fees charged in lieu of notice. If students are withdrawn with the appropriate notice and the fees account has been fully paid, the deposit will be refunded. Where the fees account has not been cleared, the deposit will be applied against the account before considering fees in lieu or refunds.

Confirmed Students Not Yet Commenced
In the event that students are withdrawn after paying the deposit but prior to commencing at St Paul’s, the deposit will be forfeited unless evidence can be provided that the withdrawal is due to circumstances beyond the family's control.