

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 extracurricular 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 2019 fees per student are:

- Pre-Prep – 5 days per week \$12,200 per annum
- Pre-Prep – 5 days per fortnight \$6,100 per annum
- Junior School (Prep – Year 6) \$11,490 per annum
- Secondary (Years 7-12) \$14,550 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. Further information is available in the Parent Handbook.

#### **ICT Levy**

For students in Years 9 & 12 the ICT levy covers the use of the laptop, insurance, maintenance and textbooks. For students in Years 7, 8, 10 & 11 (Choose Your Own Device (CYOD) program) the levy covers software licences, e-books, tech support, network infrastructure and a ready replacement in case of breakage or error. Students in the CYOD program are required to purchase their own laptop, chosen from a list prescribed by the School. The 2019 ICT Levies per student are:

- Years 7-8 \$400 per annum
- Year 9 \$630 per annum
- Years 10-11 \$400 per annum
- Year 12 \$730 per annum

#### **Other Fees**

The annual fee covers most compulsory activities but separate charges are made for some items, including but not limited to:

- stationery packs
- individual and group lessons in Music, Speech & Drama
- musical instrument hire

- breakages and damage caused
- cadet and other extracurricular charges
- charitable collections
- non-compulsory tours/camps, including but not limited to the Yr 6 Canberra Trip
- 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.

#### **Textbook and Resource Allowance**

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 Term 2 statements.

The 2019 figures are:

- Years 7-10 \$127 per student
- Years 11 and 12 \$276 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**

Regular payments can be made monthly, fortnightly or weekly by direct debit from a bank account or credit card. When paying by direct debit the full year's fees must be included in the calculation, each term's fees should be cleared by the end of that term and all fees for the year 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% of the tuition fees of the second child attending the School
- 15% of the tuition fees of the third and additional 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. If any family has more than two fee dishonours in a year, they will be charged an administrative fee of \$15 per instance for the third and subsequent dishonour/s.

### **Late Payment Fees**

Fees that are not paid by the due date each term will attract an administrative charge of \$50.

### **Withdrawal of Students**

One term's notice in writing is required in the event of a student's withdrawal, for example if a student is not returning in term 1 then the school must be advised in writing before the commencement of term 4 in the preceding year. This correspondence should be addressed to the Headmaster. In the absence of such notice, one additional term's tuition fee will be charged in lieu of notice. This provision will not apply if the Headmaster is advised within 14 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 unexpected financial hardship. The Headmaster may consider requests for fee relief in light of the needs of the family and the School. 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 will typically be for periods not exceeding one year.

## **SPLIT BILLING**

Split billing is available where two or more people living in separate households are responsible for the payment of School fees. Split billing is offered to provide administrative

assistance to the separate households only, and does not alter the parties' joint and several liability for payment of all the fees and charges payable to the School pursuant to the Enrolment Agreement(s) signed by the parties. Written correspondence relating to any unpaid fees will be forwarded to all party/s the subject of the split billing arrangement. No split billing arrangement will be established until the School has received a completed "Request for Split Billing of School Fee Account" Form that has been signed by all parties.

The School will only release a party from responsibility for the payment of School fees where a copy of a legal ruling in this regard (eg Consent Order of the Court or signed Parental Agreement) has been provided to the School. In the absence of any such legal direction, the party/s who signed the enrolment paperwork will continue to be held jointly and severally responsible for the payment of School fees and charges.

## **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**

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.

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](http://www.stpauls.qld.edu.au) and click the "Make a Payment" option at the top of the screen. 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](mailto: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 enrolment processing costs. This Fee is waived for Scholarship and Bursary recipients who are new to the School.

### **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 (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).

Enrolment deposits are refunded within six weeks of the student leaving the school, subject to the following:

#### ***Current Students***

- *If a student is withdrawn without the required notice, the enrolment deposit will first be applied towards fees charged in lieu of notice and/or other outstanding fees and charges on the family's fee account. The remaining funds, if any, will then be refunded.*
- *If a student is withdrawn with the appropriate notice and the family's fee account has been fully paid, the enrolment deposit will be refunded. If the family's fee account has not been fully paid, the enrolment deposit will be applied against any outstanding fees and charges in the first instance, and any remaining funds will then be refunded.*

#### ***Confirmed Students Not Yet Commenced***

*In the event that students are withdrawn after paying the deposit but prior to commencing at St Paul's School, the deposit will be forfeited unless evidence can be provided that the withdrawal is due to circumstances beyond the family's control.*