



In One Spirit... we welcome · we nurture · we excel

Schedule of Fees and Charges for 2024

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Tuition Fees – Part A	\$2,620.00	\$2,620.00	\$2,620.00	\$2,620.00	\$3,220.00	\$3,220.00
College Levies – Part B	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,880.00	\$1,880.00
Laptop Lease Program	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Fund Levy (Per Family)	\$616.00	\$616.00	\$616.00	\$616.00	\$616.00	\$616.00
P & F Contribution (Per Family)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
TOTAL COST – per year	\$5,596.00	\$5,136.00	\$5,136.00	\$5,136.00	\$5,816.00	\$5,816.00

The above amounts are per single Student and do not include any family discounts or concessions. Please note: Certificate Courses may incur additional charges.

DISCOUNT FOR FEES AND LEVIES

A discount is available where the Annual Fees and Levies are paid in full and received at the College within 30 days of the annual Account being issued in Term 1 - **discount available 2.5%**

TUITION FEE

- The Tuition Fee is set by the Catholic Education Office, Diocese of Rockhampton.

COLLEGE LEVIES

- The College Levies – Part B cover the costs of core and elective subjects, administration costs, IT costs, camps, retreats, excursions and pastoral care activities as well as the cost of software licencing, printing, general resources, library books, student diary, newsletter, school activity insurance, the P&F Federation Levy, the College Yearbook, sports days and other compulsory activities and presentations.

BUILDING FUND LEVY

- There is a substantial cost in maintaining and developing existing school buildings and facilities and it is necessary to raise capital income to service the related debt or to otherwise support capital works. In accordance with Diocesan Policy, the Building Levy will be charged to the family of the youngest student attending a Rockhampton Diocesan Catholic school. As this amount forms part of the school fees no tax deduction is possible.

P & F CONTRIBUTION

- The P&F Contribution is payable once per family.

FAMILY DISCOUNT

- Family Discounts are allowed on Tuition Fees – Part A only, for families that have more than one child attending a Rockhampton Diocesan Catholic School. The family discount does not apply to College Levies. **Family Discount Claim Forms must be completed at the College at the start of each year.** The current discount structure is as follows:
- 2 Students – 12.5% Discount, 3 Students – 35% Discount, 4 or more Students – 50% Discount.

CONCESSION CARD DISCOUNT

- Parents/Carers with an eligible means-tested Australian government health care or pensioner concession card will on application receive a 70% discount on Tuition Fees – Part A only (conditions apply, does not apply to College Levies). Further details on the Concession Card Discount eligibility criteria and general fee information for 2024 are available on the Catholic Education website www.rok.catholic.edu.au.

Diocesan Policy is that School Fees comprise an annualized amount and will be billed as such at the commencement of each year. Reminder Statements will be issued during the year.

PAYMENT OF FEES

- Fees and levies are billed at the beginning of Term 1 and are payable within 30 days from Statement date. Alternatively, a payment plan should be set up by contacting our Finance Department. All fees must be paid in full before a student leaves or by the billing due date on Term 4 Fee Statements. **Please Note: All fees for Year 12 are to be paid in full before the end of Term 3.** Included in our fees is the cost of a number of expenses such as camps and some excursions that would otherwise be collected throughout the year. The prompt payment of fees is acknowledged as forming part of the Enrolment Contract.
- Fees remain payable in full during any period of absence unless agreed to in writing by the Principal. A medical certificate will be required in certain circumstances.
- For those families who prefer not to pay their accounts in full within 30 days, alternative payment frequencies are outlined below. Any other alternative payment arrangements must be negotiated with the Principal and confirmed in writing.
- Families who fall behind with payment of fees, and who fail to contact the Principal/Finance Office, will receive follow-up correspondence/telephone calls regarding their debt status. Collection action by our Mercantile Agent is taken on outstanding debts over which no contact is made with the Principal/Finance Office or on broken payment agreements (including dishonoured Direct Debits). Debt Collection Fees may be added to the outstanding amount.**
- It is the parent's/guardian's responsibility to:**
 - Check your statement each term and log into [Parent Lounge](#) throughout the year to ensure that your fees are on track to be paid by the due date.
 - Contact the College in a timely manner with regards to outstanding school fees to discuss other arrangements, especially where circumstances arise where the account cannot be settled by the due date.
 - Monitor and amend where necessary any direct debit or payment arrangements to ensure that fees are paid in full by 1 November 2024, or before the student leaves the College.
- The College reserves the right to:**
 - Withhold certain documentation until all fees on the Parent Account are paid in full, eg. Principal's reference, VET Certificates, etc.
 - Apply extra fees throughout the year for certain subjects, eg. Early Childhood Studies, Design & Technologies, Digital Technologies and some Certificate courses.
 - Vary the amount charged for school-based levies during the year, without notice, should the curriculum change. Please note – every effort will be made not to do so.

SCHOOL FEE PAYMENT OPTIONS

Holy Spirit College is pleased to offer the following payment options:



Payment Methods	Payment Frequency
1. School EasyPay (Preferred Method of Payment)	Annually 1 payment
2. BPAY – BPAY can be setup easily as a recurring transaction through your internet banking.	Quarterly 4 payments Yrs 7-11 3 payments Yr 12
3. Parent Lounge https://320hscm.rok.catholic.edu.au/parentlounge/login.cfm	Monthly 10 payments Yrs 7-11 8 payments Yr 12
4. Direct Payment Authority from your Bank Account Forms are available from the Finance Office.	Fortnightly 21 payments Yrs 7-11 16 payments Yr 12
5. By way of Cash, Cheque or EFTPOS at the College Finance Office	Weekly 40 payments Yrs 7-11 32 payments Yr 12 only

**Please Note: Annual Payments are to be finalised within 30 days of receiving your account.
All fees for Year 12 are to be paid in full before the end of Term 3.**