2027 Fee Schedule

HOLY SPIRIT COLLEGE
Igniting Spirit • Inspiring Minds
FITZGIBBON

Brisbane Catholic Education
teaching • challenging • transforming

FEES AND LEVIES

Holy Spirit College's school fees and levies reflect the community's CTC (Capacity to Contribute) and are calculated in consideration of:

- Brisbane Catholic Education's fee recommendations
- The estimated Direct Measure of Income (DMI) score of the College
- The school resourcing model with reference to the Australian Education Act and Brisbane Catholic Education's capacity to contribute tables

Years 7 - 12 2027					
Student-based Charges	**First Child**	**Second Child**	**Third Child**	**Fourth Child**	**Fifth Child**
Tuition Fee	$3,824.00	$2,676.00 (30% discount)	$1,532.00 (60% discount)	$764.00 (80% discount)	$0.00 (100% discount)
Resources and IT Levy	$3,180.00	$3,180.00	$3,180.00	$3,180.00	$3,180.00
	$7,004.00	**$5,856.00**	**$4,712.00**	**$3,944.00**	**$3,180.00**
Family-based charges					
Capital Levy	$960.00	$0	$0	$0	$0
Parents & Community Levy	$84.00	$0	$0	$0	$0
	$1,044.00				
Total Annual Fees and Levies	**$8,048.00**	**$5,856.00**	**$4,712.00**	**$3,944.00**	**$3,180.00**
Per Term	**$2,012.00**	**$1,464.00**	**$1,178.00**	**$986.00**	**$795.00**

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Sibling discounts apply for children from the same family who are enrolled at Holy Spirit College.

If annual fees are paid in full by the end of week 5 of Term 1 Holy Spirit College families will receive a 5% discount on the tuition fee component.

EXPLANATION OF FEES AND LEVIES

Holy Spirit College aims to provide a quality education to all students and in order for this to be achieved, fees and levies need to be charged.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please refer to our concession policy for further information including the concession application process or discuss with the Business Manager.

Fees and levies collected at Holy Spirit College are used for the following purposes which are aligned to the vision and mission of the College:

Capital Levy	To cover repayments on buildings and maintenance	
Parents and Community Levy	To support the work of parents and the community within the College	
Resources and IT Levy	This levy covers costs inclusive of: • College Yearbook • Library Fee • Reports • Handbooks • Pastoral activities • Subject costs • Day excursions / Day incursions (does not include overnight camps) • Class Competitions	• Materials for practical subjects • Student ID card • Student planner • Textbook resources • Photocopying • Computer and peripheral hardware • Computer software and Apps • IT support • IT insurance • LAN/WAN facilities • Internet costs

ADDITIONAL CHARGES

Examples of additional costs which may apply:

- VET Certificate Courses
- End of year function/activity
- Year 12 Graduation functions/events
- Overnight camps and overnight retreats
- Selected Extra Curricular Activities
- Overnight interstate and overnight overseas trips

SCHOOL FEE AND LEVY COLLECTION PROCESS

1. School fees and levies are charged on a term basis at the beginning of the term in accordance with School Fees and Levies Schedule
2. Fees are due to be paid within 14 days of the issue of the School Fee Statement. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the School Fee Statement, a variety of options is available:

Extension of Time

If an extension is required, please contact the College finance office prior to when the debt is due.

Payment Plans

Payment of the school fee and levy account by regular instalments e.g. Direct Debit Request or Credit Card Authority (forms are available from the College office). All payment plans must ensure that the account is cleared before the last day of the school year or as negotiated with the Principal and/or Business Manager.

Fee Concessions

A fee concession is available for eligible families. This eligibility is available on the basis of a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines.

An Application for Concession on Fees form can be obtained by contacting the College Business Manager. The granting of a fee concession is conditional on the family agreeing to the direct debit method of school fee payment. Fee concessions are reviewed annually.

(i) Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.

(ii) Concession application forms are available at the College finance office.

(iii) All matters are dealt with on a confidential basis.

Recovery of Unpaid Fees

a. In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue school fee accounts.

b. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.

c. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail, or email.

d. If, after two weeks from this second reminder, satisfactory arrangements have not been reached, the account may be sent to the school debt collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the college.

e. Legal costs, direct debit rejection fees and any debt collection costs, or other costs incurred will be at the family's expense.

f. All agreed payment plans will be arranged to include a regular schedule that will clear the school fee account by the last day of Term 4. Any extensions to an agreed payment plan must be negotiated with the College Business Manager.

METHODS OF PAYMENT

The following payment methods may be utilised:

- BPAY
- Online via Mastercard/Visa card through the College website by clicking the Enrolment tab and selecting 'Fees Payment Online' or via BCE Connect
- Agreed Payment Plan by Direct Debit, FACTS, Credit Card or BPAY
- EFTPOS – Debit and Credit Cards at the College Finance Office

The College does not accept payment by cheques or cash.

ENROLMENT PAYMENTS

A non-refundable administration charge of $165 for each student is paid upon the submission of the Enrolment Application.

On the Acceptance of Enrolment Offer, a $500 acceptance fee is paid. This deposit is refundable only as a credit against the first year of enrolment fees: Term 4 Fees and Levies Statement. This deposit is not refundable if the enrolment is cancelled after payment is received or before the commencement of Term 4.

The Confirmation of Enrolment deposit can be paid directly by the following methods:

- Online via Mastercard/Visa card through the College website by clicking the Enrolment tab, Fees and Levies, and selecting the relevant link.

- EFTPOS – Debit and Credit Cards at the College finance office

CONDITIONS RELATING TO TEXT HIRE

Holy Spirit College operates a "Text Hire Scheme" for both print books and access to digital resources. These are the terms and conditions to which you agree when your child hires any items from the College's hire scheme, in either print or digital form.

Students are issued with the textbooks/resources at the commencement of the school year or as required during the year, in either print and / or digital form:

> Students will be responsible for ALL PRINT AND DIGITAL TEXTS AND EQUIPMENT issued in their name via the textbook hire scheme. Full replacement cost will be expected for any damage, loss or theft of print items or equipment.
>
> All books and equipment on hire must be returned to the College BEFORE the student leaves school each year. Any print books or equipment that have been lost, stolen or damaged beyond what is deemed reasonable wear and tear will be charged to the family and requested to be paid for in full before the student leaves the school.

Any student with print books or equipment outstanding from the previous year will be ineligible to borrow from the hire scheme, until all outstanding responsibilities have been met.

All students are responsible for the digital versions of textbooks and must remove these from their digital devices at the end of each school year.

LEAVING EARLY REFUND POLICY

Should a student leave the College during the school year, written notification must be forwarded to the Principal. Student textbooks, library books and laptops and all accessories are to be returned to the school.

It is a requirement that one term's notice to be provided for current student enrolment cancellation. At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the school during the term. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.