



St John's Catholic School

3rd December 2020

Dear Parents/Guardians

2021 School Fees, Levies & Book Packs

Please find attached the Schedule of Fees and Payment Arrangements forms for 2021. **All families** need to complete these forms and return to the office every year and is **not a demand for payment**. Information provided by you is used to assist in the preparation of the Tax Invoices that will be issued at the start of 2021. Please lodge the payment arrangement form at the office or via email by **Friday 11th December 2020**. If you have any queries regarding completing the forms, please contact Mel on 6260 2121 between 8.30am and 1.00pm or email stjohns.finance@catholic.tas.edu.au.

Book packs are supplied by the school and will be available from the school office on Friday 22/01/2021 from 10.00am to 2.00pm, alternatively they will be handed out in class on the first day of school.

Terms and Conditions of Enrolment

Terms and conditions of enrolment are included on Student Enrolment Application Forms and are also available on the school's website <http://stjohns.tas.edu.au/>.

Completing the Payment Arrangements Form

Section 1 to be completed by everyone.

Section 2 to be completed by everyone.

Section 3 to be completed if seeking a family discount.

Section 5 to be completed and returned if seeking assistance.

With the following payment arrangements, please take into account the 2021 Fees and Capital Levies and carried forward balances when calculating your payment amount.

Section 4 to be completed if seeking to pay 10 equal instalments by credit card on the 10th of each month, commencing in March 2021. (All highlighted fields are required)

Attached Direct Debit form to be completed if seeking to pay via direct debit. (All highlighted fields are required)



St John's Catholic School

Fee Assistance

Fee assistance is available to support families who may be experiencing financial difficulty. Application forms are available from the school office, on the school website <http://stjohns.tas.edu.au/> or by emailing stjohns.finance@catholic.tas.edu.au. It is preferable that they be lodged by by **31st March 2021**. Fee assistance may only be applied to current year's fees and levies and applications are invited on an annual basis.

Your privacy is respected and you may be assured that the application details remain confidential. To assist in this regard please lodge the forms in a sealed envelope if handing in paper copies.

It is understood that the process of lodging an application for fee assistance may be difficult and every effort will be made to support and assist you. If you would like some help to complete the form or would like to make an arrangement please contact the finance officer, Melissa Aylett on 6260 2121 or email stjohns.finance@catholic.tas.edu.au.

Also please find attached the new policy on concession and health care cards.

Warm Regards,

Megan Richardson
Principal



St John's Catholic School

SCHEDULE OF FEES 2021

Enrolment Fee	\$50.00	per application
Capital levy	\$250.00	per family per year
<u>Tuition Fees & levies</u>		
Kindergarten	\$1,885.00	per student per year
Preparatory	\$1,885.00	per student per year
Grade 1	\$1,885.00	per student per year
Grade 2	\$1,885.00	per student per year
Grade 3	\$1,885.00	per student per year
Grade 4	\$1,885.00	per student per year
Grade 5	\$1,885.00	per student per year
Grade 6	\$1,885.00	per student per year
Grade 6 Camp/Activities	\$1,245.00	per student per year
Interest on overdue fees	5.00%	per annum where applicable An interest rate of 5% is mentioned in the handout
Stationery		Included in Fees & Levies
Uniform costs		see Perm-A-Pleat website

Family discount

A family discount can be claimed by families with multiple children at Tasmanian Catholic schools or colleges, in accordance with the Tasmanian Catholic Education Commission School Fees Assistance Policy. The discount rate is:

3 children	10% discount on tuition fees for each child
4 children	20% discount on tuition fees for each child
5+ children	30% discount on tuition fees for each child

Payment terms

Invoices will be issued to you early in the new school year. Full payment is due 30 days from the date of the invoice, unless other arrangements are made using the attached payment arrangement form. Please note that any payment arrangement entered into is purely administrative. Notwithstanding the amount invoiced, in the event of default on payment arrangements the total amount outstanding will become immediately due. The school reserves its right to take steps to recover payment in full.

Changes to terms and conditions

New terms and conditions will be introduced on 18 January 2021. By continuing your child/ren's enrolment in 2021, you will be taken to have accepted the new Terms and Conditions. Visit our website <http://stjohns.tas.edu.au/> or enquire at the school office for a full copy of our new Terms and Conditions, which you should read carefully.



St John's Catholic School

PAYMENT ARRANGEMENTS FORM 2021 To be lodged at the school office by Friday 11/12/2020

SECTION 1 – FAMILY DETAILS

Name of each child at [name of school]

Class

_____	_____
_____	_____
_____	_____

Parent/guardian 1

Parent/guardian 2

Name

Signature

Date: _____

Date: _____

By signing this document each parent/guardian confirms their agreement to the payment arrangements outlined below. Separate copies of the form can be signed by each parent/guardian if convenient. Where parents/guardians manage their finances separately from each other they may wish to split payment of fees between them by completing both columns below. However, most parents/guardians jointly pay fees and should only complete the left column below.

SECTION 2 – PAYMENT ARRANGEMENTS

Parent/guardian 1 or both if jointly paying

Parent/guardian 2 (only if not jointly paying)

Percentage of fees

Jointly responsible or _____ %

_____ % (only complete if not jointly paying)

Payment frequency

- Annually†
 At the start of each term
 Monthly*

- Annually†
 At the start of each term
 Monthly*

Payment method

- Direct debit (complete direct debit form)
 Scheduled credit/debit card (complete section 4)
 BPAY/BPoint (see details on invoice)
 EFT/bank deposit (see details on invoice)
 EFTPOS/cash/cheque (in person at school)
 Centrepay (contact Centrelink to arrange)

- Direct debit (complete direct debit form)
 Scheduled credit/debit card (complete section 4)
 BPAY/BPoint (see details on invoice)
 EFT/bank deposit (see details on invoice)
 EFTPOS/cash/cheque (in person at school)
 Centrepay (contact Centrelink to arrange)

Please note that these payment arrangements are administrative only and do not affect your ultimate joint and several legal liability for the entire amount of the fees.

In the event of default on payment arrangements, the total amount outstanding will become immediately due and the school reserves its right to take steps to recover it in full.

† Annual payments received by the school before 31 March attract a 5% discount on fees (but not the capital levy or levies).
Annual payments cannot be made by direct debit or Centrepay.



St John's Catholic School

- * **Monthly payments are to be made in 10 instalments due:**
 - **at the end of each month March to November; and**
 - **by the end of Term 4, a final payment settling the account in full.**

SECTION 3 – FAMILY DISCOUNT DETAILS

A family discount can be claimed by families with multiple children at Tasmanian Catholic schools or colleges, in accordance with the Catholic Education Commission Tasmania School Fees Assistance Policy.

We wish to claim the family discount (*only available where this form is lodged on time*)

If claiming the family discount please provide details of siblings at Tasmanian Catholic schools or colleges other than [school name]. Enrolment may be verified with the named school or college.

Sibling name	Grade	Catholic school/college
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 4 – CREDIT/DEBIT CARD DETAILS

Complete this section where scheduled credit/debit card has been chosen as a payment method.

Payments will be processed on the 10th of each month from March to December. On occasions where a scheduled payment falls due on a weekend, public holiday or during a school holiday break, the payment will be processed on the following business day or as soon as possible thereafter.

Parent/Guardian 1

Cardholder name

Card number

Signature

Amount

\$ _____

Expiry date

_____/_____

Parent/Guardian 2

Cardholder name

Card number

Signature

Amount

\$ _____

Expiry date

_____/_____

SECTION 5 – FEE ASSISTANCE

Fee assistance may be available for families experiencing financial difficulty. Would you like someone from the school to contact you regarding fee assistance?

No Yes

Direct Debit Request Form



Catholic Development Fund
Tasmania
ABN 24 097 986 470

Contact: ☎ 6208 6260 📠 6208 6290 📧 cdf@aohtas.org.au

Request and Authority to Debit

Surname or Company name

Given names or ACN/ARBN

request and authorise the Catholic Development Fund (User ID 063040) to arrange for funds to be debited from your account at the financial institution as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Service Agreement (and any further instructions provided by you)

Financial institution which account is held

Financial institution

Address

Postcode

Account to be Debited

Account Name

BSB

Account Number

Optional

I/We request that you debit my/our account in accordance with our Agreement

New Application

or Alteration

OR

I/We request that you debit my/our account in accordance with our Agreement and subject to one or more of the following conditions:

1. Maximum amount to be debited

3. Final payment date

2. First payment date

4. Frequency of debit

Credit CDF Account

251320 510

Reference Code

Authorisation by Signatories of Account to be Debited

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and the Catholic Development Fund as set out in this Request and in your Direct Debit Request Service Agreement

Signature

Signature

Name

Date

Name

Date

Office Use Only

Received by:

Date:

Authority Number:

Direct Debit Request Service Agreement



Contact: ☎ 6208 6260 📠 6208 6290 📧 cdf@aohtas.org.au

Definitions

Account means the account held at your *financial institution* from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit day means the day that payment by you to us is due.

Debit payment means a particular transaction where a debit is made.

Direct debit request means the Direct Debit Request between us and you.

Is or we mean the Catholic Development Fund (CDF) you have authorised by signing a *direct debit request*.

You means the customer who signed the *direct debit request*.

Your financial institution is the financial institution where you hold the *account* that you have authorised us to arrange to debit.

Debiting Your Account

By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account.

You should refer to the direct debit request and this agreement for the terms of the arrangement between you and us.

We will only arrange for funds to be debited from your account as authorised in the direct debit request.

If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the preceding business day.

Changes By Us

We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

Changes By You

If you wish to stop, defer or cancel a debit payment, you must notify the organization that established this Agreement (e.g. school) in writing at least five (5) days before the next debit day.

Your Obligations

It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

If there are insufficient clear funds in your account to meet a debit payment:

- a) You may be charged a fee and/or interest by your financial institution
- b) You may also incur fees or charges imposed or incurred by us, and
- c) You must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment. You should check your account statement to verify that the amounts debited from your account are correct.

Dispute

- If you believe that there has been an error in debiting your account, you should notify us directly on (03) 6208 6260 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between you and us. If we cannot resolve the matter you can still refer it to your financial institution that will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

Accounts

- You should check:
 - a) With your financial institution whether direct debiting is available from my/our account as direct debiting is not available on all accounts offered by financial institutions.
 - b) Your account details which you have provided to us are correct by checking them against a recent account statement.
 - c) With your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

Confidentiality

- We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
 - a) To the extent specifically required by law; or
 - b) For the purposes of this agreement (including disclosing information in connection with any query or claim).



Catholic Education Tasmania

Concession Cards information

In order to simplify the application process for fee remission discount, families with a Valid Concession Card can present these for verification with Catholic Education Tasmania in order to receive reduced fees.

The card must list, as dependents, the students for whom the discount is sought. The card holder must be the person legally responsible for paying the school fees i.e. the person who has signed the enrolment form. The card must be current (e.g. not expired) on the first day of term.

Concession Care Cards

Only cards with the following concession codes are subject to an income test that qualifies to be eligible for the reduced fee amount:

- CP/CAR (Carer Payment)
- LI/LIC (Low Income)
- PA (Partner Allowance)
- PP/PPP (Parenting Payment) (partnered)
- JSP/JS (Job Seeker Payment) includes old codes NS/NA/SA/NSA (New Start & Sick Allowance)
- SL/SpB (Special Benefit)
- WA (Widow Allowance)
- FA (Family Allowance)
- FTB (Family Tax Benefit Part A max rate)
- FH/LHS (Farm Household Allowance)
- PPS (Parenting Payment Single)
- YA (Youth Allowance)
- DSP (Disability Support Pension) **single only**

Health Care Card example

Health Care Card
Australian Government
Department of Human Services

Signature of cardholder

This card is NOT transferable humanservices.gov.au/healthcarecard
Issued by the Australian Government Department of Human Services on behalf of the Department of Social Services

VICTORIA
CUSTOMER NAME
CUSTOMER ADDRESS 1
CUSTOMER ADDRESS 2
CRN 111-111-111A
PARTNER NAME
DEPENDENT 1
DEPENDENT 2
DEPENDENT 3
DEPENDENT 4
DEPENDENT 5
CARD START 22 JUL 201X LI

Expires **21 JAN 201X**

Concession code

Pension Card example

Pensioner Concession Card
Australian Government
Department of Human Services

Signature of cardholder

This card is NOT transferable humanservices.gov.au/pensionercard
Issued by the Australian Government Department of Human Services on behalf of the Department of Social Services

AUSTRALIAN CAPITAL TERRITORY
CUSTOMER NAME
CUSTOMER ADDRESS
CRN 111-111-111A
PARTNER NAME
CHILD ONE 111-111-111A
CHILD TWO 111-111-111A
CHILD THREE 111-111-111A
Card start 01 Jan 201X

Expires **31 AUG 201X**

111-111-111A
DSP

Concession code

The following concession codes do not qualify for the reduced fee amount:

- AP (Aged Pension)
- DSP (Disability Support Pension) couple
- FO (Foster Child Health Care Cards)
- CA (Carer Allowance caring for a child under 16 years)
- EH (Ex-Carer Allowance (Child) Health Care Card)
- SHC (Commonwealth Seniors Health Care Card)
- CD (Child with Disability)
- DVA (Department of Veterans' Affairs)
- MOB (Mobility Allowance)

How much is the reduced fee amount?

The amount is determined at the start of term 4 for the following year as is communicated by Catholic Education Tasmania. For 2021 the maximum amount a family is required to pay per student is \$750 per primary student and \$1750 per secondary student with an eligible concession card. This includes all fees and levies with the exception of any interstate or overseas camps or trips. A family discount applies to these amounts for 3 or more children at Catholic Education Tasmania.

How to apply?

Eligible parents and carers can apply for the concession by completing the **Concession Card Discount Form** and providing a copy of their concession card. Electronic forms with attached photo or scanned copy of the card will be accepted via email. Alternatively, the application can be submitted directly to the school office.

The fee discount will then be applied to the current year's fees invoices. For families with children at more than one Catholic Education Tasmania school this process must be repeated for each school. The discount arrangement will expire on the expiry date of the card.

Parents and carers receiving a discount have a duty to inform the school of any renewal or change in eligibility for the card.

What if a family is still not able to pay the discounted fees and levies?

Families in significant financial hardship are asked to complete the **Application for financial assistance form** and make an appointment with the School Principal / Finance officer who will assess whether the family's financial circumstances meet the criteria for additional support. The process looks at family income, the number of dependents and the family's cost of housing (rental or mortgage). This process requires full disclosure and is treated with sensitivity and confidentiality.

No child will be denied enrolment due to financial difficulty.

What if a family without a means tested concession card is having difficulty in paying fees?

Families without an eligible Concession Card who are experiencing genuine financial hardship in paying fees should speak with their School Principal/ Finance Officer to apply for special consideration. Families will be asked to complete the **Application for financial assistance form** and make an appointment with the School Principal / Finance Officer who will assess whether the family's financial circumstances meet the criteria for additional support. The process looks at family income, the number of dependents and the family's cost of housing (rental or mortgage). This process requires full disclosure and is treated with sensitivity and confidentiality.

No child will be denied enrolment due to financial difficulty.

Further information

Please contact the school office