

10th November 2017

Dear Parents/Guardians,

The College Board approved the 2018 Education Fee on 1st November 2017.

(A) Education Fee 2018

\$4,928 per year per student

Sibling Discount

The Sibling Discount is based upon the number of children each family has at St. Peter's College **and** at any of the Parish Primary Schools; i.e. St. Agatha's, St. Therese's and St. Thomas the Apostle.

The discounts are:

2 Children	\$210 per annum per family
3 Children	\$630 per annum per family
4 or more Children	\$1,260 per annum per family

A Sibling Discount form is attached (Form B) for completion by parents or guardians who will have children attending St. Peter's College and **any of the above Parish Primary Schools in 2018. If this is the case, please complete the form and return to the College Office by Thursday 30th November 2017.** Please note that if you do **not** have children at any of the Parish Primary Schools, the sibling discount will **only** apply to those children you have at St. Peter's College.

(B) Education Fee Structure

The Board has approved the single fee structure to cover the following education related costs for 2018:

- School Fees
- Book Hire Levy
- Camps
- Excursions/Sports Levy
- Technology Levy
- Student Diary
- Lock for Student Locker (issued once upon the students commencement at the College)

This fee structure evens out education costs over the six year period your child/children are at the College. This should significantly assist families budgeting for education costs.

Note: This fee does not include VET/VCAL fees which will be charged separately. Students undertaking VET/VCAL subjects DO NOT receive any reduction in the Education Fee charged.

Education Fee Billing Cycle

The Education Fee for the full year will be invoiced to families in January 2018. A Fee Statement of Account will be issued at the end of each term.

All Education Fees **must be paid in full by 30 November 2018**, unless otherwise arranged with the College Finance office.

(C) Periodic Direct Debit

The Board has approved the continuation of compulsory periodic direct debit for the payment of the Education Fee.

For **new families**, attached to this letter is a direct debit worksheet (Form A) for the calculation of the fee owed. This worksheet and the Direct Debit Bank Account/Credit Card Authority form (Green form) is to be filled out and returned to the College by **30 November 2017**. Your direct debit will commence from your nominated bank account or credit card in February 2018 and end by 30 November 2018, unless otherwise arranged with the College Finance office. This form will be ongoing for the express and sole purpose of the payment of your child/ren's education fees whilst at St. Peter's College and until your account has been paid in full.

Payment of the 2018 Education Fee can be paid in full by the end of February or by weekly (44 instalments), fortnightly (22 instalments) or monthly (10 instalments) from your nominated bank account or credit card.

For **current families**, you **will not** need to fill out another Direct Debit Bank Account/Credit Card Authority form unless your bank account or credit card details have changed. In February each year, your Education Fee is recalculated and adjusted accordingly, unless you contact the College Finance office and advise us otherwise. Attached to this letter is a direct debit worksheet (Form A) for the calculation of the fee owed (this is for your information only). **If fee accounts are in arrears, the Direct Debits will continue until the debt is cleared.**

The Direct Debit method is essential to assist the College keep administration costs to a minimum and maintain adequate levels of cash flow. The flow on benefit is that the College is able keep fee increases to an absolute minimum.

PAYMENT DATES:

WEEKLY Instalments -Commencing 1st Friday in February and continuing every Friday (44 instalments per year or until paid in full)

FORTNIGHTLY Instalments -Commencing second Friday in February and continuing every fortnight (22 instalments per year or until paid in full).

ALTERNATE FORTNIGHTLY Instalments -Commencing first Friday in February and continuing every alternate Friday (22 instalments per year or until paid in full).

MONTHLY Instalments -Commencing on 5th or 19th of each month commencing February (10 instalments per year or until paid in full).

If your circumstances mean a periodic direct debit cannot be put in place at a particular time, please contact Sonia Mather or John Hockley in the Finance Office to discuss possible alternate payment arrangements.

We remind families who currently have children at St. Peter's College, the Education Fee billed this year (i.e. 2017) must be paid in full by 30 November 2017, unless there is an agreed alternate payment arrangement in place with the College.

Education Fee Concessions/Alternate Fee Payment Arrangement

A reduction in the Education Fee is possible for families suffering financial hardship. This is referred to as a **Fee Concession**. To apply for a fee concession, families are required to contact the College Finance Office to make an appointment to discuss their individual situations. **Fee concessions are to be applied for and re-assessed each year**, as financial circumstances may change. Any fee concession must remain strictly private and confidential.

It is a policy of the College Board that no student is to leave the College due to financial circumstances.

Education Fee Policy and Collection Procedure

Please refer to enclosed document (also available on College website www.stpeters.vic.edu.au)

Exit Procedure

If a family removes a student from the College throughout the academic year, they must do so by completing an Exit Form, available from your child/ren's House Leader. If a student exits during the Term, the Education Fee will be credited on a pro-rata basis to the end of that Term.

Families with students not returning to the College in 2018 (excluding Year 12) must advise the College Registrar no later than 17th November 2017. Failure to do so will result in a charge of 25% of the 2018 Education Fee being added to the Fee Account.

Camps Sports and Excursion Fund (CSEF)

In 2015, the State Government provided extra financial support directly to Victorian schools to cover Camps Sports and Excursions where the parent / guardian holds a valid means-tested Centrelink pensioner concession or Health Care Card, and completes an application form.

The State Government CSEF payment is currently \$225, will be applied to the Education Fee account when received by the College.

Student Computer Device

The College has a student laptop program in place to complement the delivery of the curriculum. Families are encouraged to purchase an appropriate laptop via the link provided on the College website to ensure that the laptop meets the minimum needs of the curriculum and will work on our network. If you already own a laptop or would prefer to purchase a laptop via another supplier, please ensure that it is running at least the "Professional" or "Education" version of Windows 10.

If you have any questions in relation to bringing an alternative device, we encourage you to talk to the Network Manager in advance, as some operating systems are not compatible.

Cranbourne East Bus Service

The Bus fee for 2018 remains at \$350.00 per student (not pro-rated & non-refundable). Letter re expressions of Interest in the College Bus service are to be returned to the East Campus by 30th November 2017.

Terms and Conditions of Book Hire

The enrolment of your child/children at St. Peter's College obliges the family to ensure that all text books issued to your child/children under the Book Hire Scheme are returned when requested by the College in good condition (given normal wear and tear, as assessed by the College).

If the textbooks issued are not returned to the College, or, not returned in a satisfactory condition, and by the due date, the family will be liable for their full replacement cost plus an administration fee of \$10.

If you require any assistance in relation to any matter disclosed in this letter please contact the Finance Office, Sonia Mather, John Hockley or Mary Martin on (03) 5990 7777 or via email finance@stpeters.vic.edu.au

Yours faithfully

Mr Chris Black
Principal