16/11/16

Dear Parents and Friends,

The School Board has reviewed the school’s financial position and discussed what will best meet the needs of our school community in 2017 and beyond.

The fee structure for 2017 has been approved and the relevant paperwork is enclosed. Below is an explanation of how the Board determines the fees and an outline of the fee structure for 2017.

The components of your St Joseph’s account.

Though a large proportion of the funding for our school comes from the government via Catholic Education South Australia, contributions made by parents and guardians are vital to ensure that the school is able to continue to offer the excellent level of service to its students and families that it does.

The following is a description of how payment of your account assists in the operation of our school. Your account is broken up into 4 components:

- **Tuition Fees**
- **Composite / IT Levy**
- **Capital Levy**
- **Extracurricular Levy**

**Tuition Fees**

These are contributions normally applied to the payment of the overall day-to-day costs of teaching and the operation of general infrastructure. This element of your account is normally applied to items such as teaching resources, equipment, some contribution towards salaries, electricity, administration costs, maintenance etc. Included in this area is the funding of additional staff used to implement special programs and facilitate smaller group learning opportunities.

**Composite /IT Levy**

This Levy is a composite fee of the estimated direct costs which will be incurred in the education of each child. These costs are incurred by the school on a per student basis.

This levy is used to help fund the following: student booklist, class photocopying, art &craft, Italian, Religious Education, Physical Education, Music/Arts Program and Health. Integrated Studies, Specialist Human Movement, Information Technology and our Enrichment Program are also included.

Copyright licensing, Insurance cover, Catholic Education Office Levy, Child Protection Levy and the Schools Development Fund Levy are all compulsory charges levied per child by the Catholic Education South Australia office (our Central Office).
A portion of the IT Levy is used for technology capital purchases. In 2017 this will help fund the lease of class interactive boards, MacBook Airs and iPads which are all part of the overall ICT Strategy implemented in 2016. In 2017 MacBooks for the Year3/4 students will be introduced on a 1:2 student basis.

**Capital Levy**

This is a per-family contribution to the infrastructure of the school. Each year these funds are raised to allow for any necessary capital works such as renovations to buildings and grounds. These funds are also used to pay off capital loans for existing structures.

In 2017 significant Capital Funds will be used for the long awaited project of extending and upgrading the student toilet block. The Nature Play space will also be completed in the courtyard over the Dec/Jan break. Funds for this project have been supplemented by the impressive Parent and Friends fundraising efforts of previous years. The asphalt court area will also be resurfaced to provide an improved playing surface and facelift for the front of the school. The current sport turf next to the oval is also being replaced to ensure a flat playing surface. Many of the classrooms will be painted and have new carpet laid during the holidays ready for a fresh start in 2017!

**Extracurricular Levy**

This Levy replaces all the individual invoices that schools usually charge. e.g. For excursions/incursions, school sports, camps, carnivals, Catholic Schools Music Festival, ICAS testing etc. This method of charging a per year level fee at the beginning of the year has been very positively received. Families can then budget for the total cost of school fees and not be surprised by additional costs throughout the year.

All School Uniform items, Developmental Sport Clinics (eg Auskick, My Cricket) and Instrumental Music lessons remain outside the scope of this Levy and need to be paid separately.

For 2017 the School Board has set the fees in accordance with CESA guidelines and the goals of the School Development Plan. As always the Board has strived to keep any fee increase to a minimum whilst maintaining high educational standards.

Please note that you are welcome to discuss financial issues with the Principal or Bursar confidentially at any time. In an effort to be fair and equitable to all families those requesting a “Variation to School Fees” will be asked to provide specific financial details or supporting documentation. The School will always endeavour to provide care and education for those in genuine need.

The St Joseph’s Kingswood School Community thanks you for your continued support.

Jon Fox                      Matthew Sykes  
Chairperson                 Treasurer  
On behalf of the School Board.
SCHOOL FEES 2017

<table>
<thead>
<tr>
<th></th>
<th>1 CHILD</th>
<th>2 CHN</th>
<th>3 CHN</th>
<th>4 CHN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUITION FEES</strong></td>
<td>2447</td>
<td>4405</td>
<td>5506</td>
<td>5873</td>
</tr>
<tr>
<td><strong>COMPOSITE LEVY</strong></td>
<td>940</td>
<td>1880</td>
<td>2820</td>
<td>3760</td>
</tr>
<tr>
<td><strong>CAPITAL LEVY</strong></td>
<td>480</td>
<td>480</td>
<td>480</td>
<td>480</td>
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<tr>
<td><strong>2017 TOTAL</strong></td>
<td><strong>$3,867</strong> ($122 increase)</td>
<td><strong>$6,765</strong> ($216 increase)</td>
<td><strong>$8,806</strong> ($268 increase)</td>
<td><strong>$10,113</strong> ($286 increase)</td>
</tr>
</tbody>
</table>

In addition to the above fees the following Extra Curricular Levies have been set for 2017.

Extra Curricular costs have been identified up-front and are invoiced as part of the total fee package at the beginning of the school year.

**Junior Primary Levy:** (Foundation, Yr1, Yr2) : $50 per year

**Primary Levy:** (Yr 3, Yr4) $100 per year

**Year 5 Levy:** $400 per year

**Year 6 Levy:** $500 per year

**Year 7 Levy:** (Canberra trip included) $1000 per year

Yr 5,6,7 students also pay a **Hardware Rental Fee of $200** for the exclusive use of a MacBook Air laptop for the year. (Conditions of use apply as per guidelines)

The total invoiced at the beginning of the year (Fees plus Levy according to year) is thus all inclusive.

**No further invoices will be received throughout the year for excursions/incursions/school sport/camps/ choir etc.**

School Fees will be invoiced at the start of the year with a number of payment options available. Please consider carefully the payment options available and select a payment option to suit your needs. If you are unable to meet your commitment please contact the school to discuss an alternative arrangement.

Statements will be issued at the beginning of each term where a regular payment plan is not in place.
The school's preferred payment options are:

- **Pay in full** by the end of February and receive a 5% discount on tuition fees.
- Set up your own regular weekly/fortnightly or monthly payment via **BPay** using your own unique reference code.
- **A Direct Debit** from your nominated bank account which is convenient and ensures regular and timely payments. (no surcharges apply)
- **All 2017 fees must be finalised by November 17th 2017.**

Preferred payment options for OSHC Fees:

- **QKR app** - download on your phone for easy payment of OSHC Fees.
- **Automatic credit card** deduction fortnightly

(If OSHC Fees are paid via BPAY or EFT please send an email with details so the payment will be allocated appropriately)

Please note: Instrumental Music Teachers manage their own accounts. Hire of musical instruments is an additional cost.

**School Card** is available for families on low incomes. Please see the front office for details. Approved families will receive a 40% reduction in Tuition Fees plus a remission of the Building levy.

**Communication** with the school is essential if you are experiencing financial issues. Please contact the Bursar or Principal if you need to negotiate a reduction in fees or extended payment plan. A “Variation to School Fees” form is available upon request; please note that supporting documentation may be required. All discussions are confidential and negotiations are based on what is fair and equitable to the whole school community. Unresolved bad debts and associated costs will be referred to a Debt collection agency.

For any further information please email re Accounts/Fees:  finance@stjk.catholic.edu.au
FORMAL SCHOOL FEE AGREEMENT 2017

Family name:………………………………………………………………………………………………

Note: Parent(s)/Guardian are jointly liable for the payment of fees as per signed enrolment form(s)

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>Year level in 2017</th>
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Preferred payment option: (please select)

- I/We would like to pay the school fees and levies in full by the end of February 2017 and receive a 5% discount on the tuition fee component.

- I/We would like to pay via BPAY – weekly / fortnightly / monthly. BPay code and family reference number will be on your fee statement.

- I/We would like to pay our fees via Direct Debit from a nominated bank account. Weekly / fortnightly /monthly payments available. (See Direct Debit request form attached – please complete and return)

- I/We would like an automatic deduction from our credit card (VISA & Mastercard only) Fortnightly / Monthly payments available. (Please complete attached form)

- I/We would like to pay the School Fees in 3 equal instalments: March, June, Sept 2017.

- I/We would like to meet early in Term1 2017 to discuss school fee payments.

I/We accept responsibility for the payment of School Fees for 2017.

Name…………………………Email……………………………………………………………………
Mobile…………………………Signature…………………………………….Date……./………./……

Name…………………………Email……………………………………………………………………
Mobile…………………………Signature…………………………………….Date……./………./……

Please return form to front office or email to finance@stjk.catholic.edu.au by 5th Dec 2016

Imagine | Inspire | Flourish