Dear Parents,

The following information is in relation to the payment of College Fees. Xavier Catholic College charges fees according to the following timetable:

<table>
<thead>
<tr>
<th>TERM</th>
<th>WHAT IS INVOICED</th>
<th>Notes</th>
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</table>
| 1    | 1. Fees (1/4 of Annual Fees)  
2. Capital Levy (1/4 of Annual Capital Levy)  
3. P & F Levy  
4. Technology Levy  
5. General Levy  
6. Senior Subject Levies (Year 11 & 12 only) | Payment each term is due the first Friday of term unless a payment plan has been set up by Credit Card or Direct Debit. |
| 2    | 1. Fees (1/4 of Annual Fees)  
2. Capital Levy (1/4 of Annual Capital Levy) | Term 1 Fees and Levies will be due 14 days from issue of statement. |
| 3    | 1. Fees (1/4 of Annual Fees)  
2. Capital Levy (1/4 of Annual Capital Levy) | |
| 4    | 1. Fees (1/4 of Annual Fees)  
2. Capital Levy (1/4 of Annual Capital Levy) | |

2017 Fees will be due for payment:

- **Term 1**: 17 February 2017 (to be confirmed - 14 days from issue)
- **Term 2**: 21 April 2017
- **Term 3**: 14 July 2017
- **Term 4**: 06 October 2017

We offer families several different methods for the payment of their fees:

1. **Preferred payment option is via a Payment Plan:**
   Weekly, Fortnightly or Monthly payments by Direct Debit or Credit Card;

2. Payment by due date above each Term: Cash, Cheque, Credit Card or BPAY

Note: BPAY is available for full payment each term and activities such as instrumental music and vocal lessons only. School Fee Account Payment Plans are required to be arranged by Direct Debit or Credit Card authority only.
Direct Debit or Credit Card Payment Plan Information

Setting up a weekly, fortnightly or monthly repayment arrangement from a cheque, savings or credit card account; the forms required (Direct Debit and Credit Card Authority Forms & 2017 Schedule of Fees and Levies) are available for download from the Parent Portal. Forms are also available for collection from the College office. If you require portal access please email a request to psherveybay@bne.catholic.edu.au.

Please calculate your annual charges using the 2017 Schedule of Fees and Levies. Once calculated, complete the appropriate authority indicating your account details, payment frequency, amount, start and end dates then forward form to the College Office. If paying by weekly, fortnightly or monthly payment arrangement, payments need to be finalised by 30 November 2017. Please note we cannot process these forms from a fax or email copy, we require the original authority.

If you wish to commence payments in January & February 2017 - payment authorities are required to be received by the college prior to 02 December 2016. For payments commencing in March 2017 – payment authorities are to be received prior to 17 February 2017, the due date for payment of Term 1 accounts. To allow time for processing, please ensure your form is submitted one full week prior to your first repayment date. If you require further assistance please email xFees@bne.catholic.edu.au.

If you have organised to pay by Direct Debit or Credit Card you will receive a fee statement each term to allow you to check your outstanding balance and ensure payments will be sufficient to pay your full account within the arranged period. Rejected payments will need to be made by you manually using the payment methods listed at 2. above. It is your responsibility to check your account and ensure fees and levies are paid in full by 30 November 2017.

Please note that invoices for Instrumental Music & Vocal Lessons will be sent home at the beginning of each term, with payment due within 14 days. Choir will be charged annually and billed in Term 1, with payment due within 14 days.

Student cost for Representative Sports Events are to be paid prior to the event. The preferred method of payment is through QKR. We will no longer issue invoices to your family account.

Due to the flexible nature of enrolments for Instrumental Music and Choir these charges can not be included in the monthly Direct Debit or Credit Card payments and need to be paid separately.

Ongoing Authority Option:
We can now also offer you the option to set up the authority as “ongoing”. The payments would continue until you advise us to stop or alter them. Your payments would then continue over the Christmas period and begin paying your fees for the next year. We would review your account annually in Term 2 and advise you if any alteration is required. Payments would still be required to repay your account in full by the 30th November each year.

If you wish to accept this suggestion please complete the authority with “ongoing’ noted in the final payment date section.
SCHOOL FEES AND LEVIES COLLECTION GUIDELINES

School Fees and Subject Levies Collection Guidelines

As one of the conditions of a student’s re-enrolment for each year at the College is the payment of Fees and Levies, the College Board Finance Committee has developed the following Collection Guidelines. These guidelines will not only communicate expectations relating to payment of Fees and Levies to parents but will also provide direction to Finance staff assisting families with the payment of outstanding fees.

1. College Fees will be billed each term and accounts will be payable by the end of week one each term or within 14 days of issue.

2. Subject and General Levies will be billed in Term One with the College Fees and an account will be issued by the end of the fourth week of first term, payable within 14 days of issue.

3. College P & F Levy will be billed in Term One with College Fees.

4. College Capital Levy will be billed for each term with College Fees.

5. Where a Direct Debit or Credit Card payment arrangement has been made annual Fees and Levies will be calculated and payment will be expected to be finalised by 30 November.

6. Any arrangement to vary the terms of payment must be made with the College Business Manager prior to the due date.

7. A reminder for outstanding accounts will be processed within 7 days of the due date and will be payable within 7 days.

8. A second reminder will be issued and if no payment has been received within 7 days of the second reminder the College will contact parents by phone to negotiate payment or a payment arrangement. If phone contact is not possible a letter will be sent home requesting that parents contact the College.

9. If College Fees remain outstanding for more than two months or, if a payment arrangement falls more than two payments behind, details of the account will be forwarded to George Laurens (GC) Pty Ltd for collection on behalf of the College.

10. Payment arrangements should ensure that fees are paid in full by the end of the School Year; usually 30 November.
Frequently Asked Questions

Will I be billed for my family fees and levies in four equal amounts per term?

Fee and levy billing is not split equally across all Terms. Term 1 includes all General Levies, P&F Levy and Technology Levies and is considerably more than ¼ of the annual family fees (see page 1 table for billing schedule). The Tuition Fee and Capital Levy portion of your account is billed equally across all terms.

I paid an Enrolment Deposit of $400 but only $250 has been allocated to my account.

In Years 7 - 12 all textbooks are provided by the College within a resource hire scheme. The Resource hire bond is $150 per student. It is charged only once for each student. This bond is fully refundable when the student leaves the College provided all books and resources owned by the College (class texts, library books, laptops) are returned in an acceptable condition.

I have a Direct Debit payment plan set up but my statement says “Total Compulsory Charges Due” and “Payment to be made by 17/2/2017”. Does this mean there is a problem with my authority?

No, there is no problem. Every family will receive a statement every term even if there is a repayment program in place. Please disregard the “Total Compulsory Charges Due” and “Payment Due Date” if your repayments have been received as planned. If any payments have rejected they need to be paid within 14 days of the missed payment or you will be considered to be in breach of our collection guidelines until the missed payment is received.

I have had a payment reject on my Direct Debit repayment plan. Can you make the missed payment from my account for me please?

If any payments have rejected you will receive notification and the rejected payment will show on your family statement. You will need to make arrangements to pay any rejected amount yourself. We are not able to charge your account outside the nominated dates and amounts. You will need to pay the missed payment using cash, cheque, credit card or BPay.

I paid my annual fees in full at the beginning of the year but my statement still shows an outstanding amount?

Your balance “Total Compulsory Charges Due” amount on the bottom of your statement will show in brackets (credit). This is the amount you are ahead of payments. Your balance will be in brackets until all billing has been completed in Term 4.

I am unable to pay my fees by the due date on the family statement, can I make other arrangements please?

If you are unable to pay your account by the due date for any reason please email xFees@bne.catholic.edu.au or contact our finance department on 4197 1250 or 4197 1261 to make alternative arrangements. We cannot assist you if you do not contact us. Refer – School Fees and Collection Guidelines.

I had a Payment Authority last year, does this continue or do I need to complete an new form?

No it will not continue unless you have arranged for an “ongoing” authority, you need to complete a new authority every year.

I had a Payment Authority last year but it did not repay my fees by the end of the year. I was left with a large outstanding amount, why?

Most differences in 2016 were attributed to Instrumental Music or Choir Levies that had not been paid on a term basis. If your student is involved in Instrumental Music or Choir throughout the year you will need to pay these invoices manually each term. These costs are not included in your repayment schedule.

Calculation errors at the beginning of the year also account for some outstanding amounts. If you wish us to check your calculations please email xFees@bne.catholic.edu.au. As this is an extremely busy period for the administration staff, please allow one week for a reply.