



# FEES POLICY 2024

**RECEPTION TO YEAR 6**



**OUR LADY OF  
GRACE SCHOOL**



Our Lady of Grace School (OLOG) fee policy exists to ensure fair and equitable school fee setting, collection and remission processes apply to all enrolled families. This is underpinned by the overarching SACCS fee policy, and commitment that a family’s circumstances should not be a barrier to a student accessing a Catholic Education.

## AIM

School fees are set each year by the OLOG School Board based on the financial requirements of the school to maintain a level of educational quality for its students, whilst at the same time having consideration for the community in which it serves. The OLOG School Board, via its finance subcommittee, will ensure oversight of fees policy and collection procedure as well as ongoing review of outstanding fees. Fees are disclosed in term 4 for the subsequent year and after school sports fees are disclosed at the time of nomination.

Parents/Guardians make a commitment to pay tuition and associated fees upon entering the enrolment contract and OLOG relies on all families contributing fairly toward school fees and charges.

Both OLOG and Parents/Guardians enter a partnership to engage, encourage and support their child’s education. This relationship extends to families acting in good faith to fulfil their financial obligations to the school through their adherence to the agreed fee arrangements.

## FEE STRUCTURE

### Tuition Fee

OLOG offers a two tiered tuition fee structure to help enable equity within its fees billing;

	Full Fee 2024	Low Income Fee 2024
Rec-Y6	\$3,500	\$2,100
T3 Rec intake	Nil	Nil

The tuition fee 2024 covers all tuition, materials, IT & support (including Ipads for RE-Yr1 and Laptops for Yr2-Y6) and curriculum excursions (excluding camp).

### Camp Fee

Curriculum based camps, excursions and activities are a vital part of the curriculum and are compulsory. OLOG offers camps for years 4, 5 and 6. Camp costs are all inclusive, they cover transport, accommodation, meals, activities and insurance.

**Year 4** - \$170  
Overnight Zoo Snooze, held at Adelaide Zoo  
Billed in term 1, 2024

**Year 5** - \$460  
Two night camp at Mylor Adventure Camp  
Billed in term 1, 2024

**Year 6** - Approx \$1,550- \$1,650  
Three night trip to Canberra (planned in November)

Families who wish their child to attend the Year 6 Canberra Camp are required to pay a non-refundable \$400 deposit in term 4 of 2023 to secure their child’s Canberra camp booking. The balance of the camp fee will be billed in term 1, 2024.

Families who do not pay the camp deposit or have outstanding accounts and no approved payment plan will not be eligible to attend the Year 6 Canberra Camp.

Cancellations for the Canberra Camp may be accepted no later than 6 months from the date of travel. In the event that the Canberra Camp is cancelled by OLOG all camp fees will be credited and OLOG will endeavour to arrange an alternative year 6 camp, the details of which would be communicated to parents as soon as practical.

### Costs Not Covered by 2024 Fee

School uniform, private music tuition, OSHC fees, non curriculum sports and after school sports are not included in tuition fees.

### Full Fee Paying Overseas Students (FFPOS)

Students residing in Australia on a visa type that is not eligible for recurrent government funding are required to apply for enrolment on an individual basis. The application is assessed by the Principal to determine eligibility for enrolment. FFPOS fees are calculated in respect to current funding rates and annual tuition fee.



## OTHER ANCILLARY CHARGES

### Enrolment Application Fee

\$25 upon lodgment of your child's enrolment application.

### Enrolment Acceptance Fee

\$150 upon accepting your child's offer of enrolment.

### After School Sport/Co-curricular Charges

Parents will be advised of the participation cost by the coordinating staff member, generally this will be at the time of nomination of the activity. Charges will be dependent on the nature of the activity & number of students attending and are kept to a minimum.

### After School Sports Uniform Hire Fee of \$25

OLOG will supply a range of after school sports uniforms for a small hire fee. This is an annual fee irrespective of the number of terms or sports played. Restocking fee applies for lost or damaged uniforms.

### Repair or Replacement Costs

These may apply to rectify damages or loss with respect to Ipad's, laptops or library books, consistent with the ICT Acceptable Use Policy, Laptop Agreement and Library Policy.

## DISCOUNTS

### Sibling Discount

Discounts are available for families with more than one student attending OLOG.

No. of Children	Full Fee 2024	Full Fee Total 2024
1st Child	\$3,500	\$ 3,500
2nd Child	\$2,870	\$ 6,370
3rd Child	\$2,625	\$ 8,995
4th Child	\$2,380	\$11,375

No. of Children	Low Income Fee 2024	Low Income Fee Total 2024
1st Child	\$2,100	\$2,100
2nd Child	\$1,722	\$3,822
3rd Child	\$1,575	\$5,397
4th Child	\$1,428	\$6,825

### Early Payment Discount

Accounts paid in full by the 31 March 2024 will receive a 3% discount off the net tuition fee (net of sibling and other discounts).







# FINANCIAL SUPPORT

## School Card

Low income fees are provided to families who are eligible for School Card. Eligibility for School Card is assessed via the Department of Education School Card Scheme and this is an annual application/assessment. OLOG will grant a 40% remission on the net tuition fee/s (inclusive of sibling and other discounts). The School card application process can be accessed online at [www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme](http://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme).

## Financial Difficulty Remission

Financial difficulty remissions may be available for those families experiencing significant financial hardship or change in circumstances. Financial difficulty remission applications are assessed on a case-by-case basis and would require supporting evidence of income and/or special circumstance to be provided. Applications must be made in writing to the Finance Manager or Principal via the remission request form with associated evidence provided. Applications will be considered for the current year only. A new application would be required to support financial assistance in subsequent years. We encourage families to contact either the Finance Manager or Principal to discuss fee support. All discussions and arrangements are in the strictest confidence.

# PAYMENT OF FEES

School fees are billed in full at the beginning of the school year. statements are distributed during the first week of school (or as soon as practical if commencing at a different time). Statements are issued at the end of each term thereafter.

Co-curricular charges are billed termly and are to be paid in the term incurred.

Accounts are to be paid in full by the **15th November 2024**. It is expected that all fees and charges will be paid in the year incurred.

OLOG families are required to meet their ongoing obligation to the payment of school fees by proposing an appropriate payment plan which covers the annual ongoing cost of their child's education with OLOG.

## Payment Plans

Annual payment plans must be established by no later than Friday 2nd February 2024. Payment plan agreement forms and direct debit authority forms are available on the OLOG website or by contacting [finance@olog.catholic.edu.au](mailto:finance@olog.catholic.edu.au)

### Payment Plan options include:

**Annual option** 3% discount applies on the annual net tuition fee for accounts **paid in full by 31st March 2024**.

**Monthly option** 10 payments payable on the 15th day from Feb 2024- Nov 2024.

**Fortnightly option** 22 payments (commencing 1st Feb 2024).

**Weekly option** 42 payments (commencing 1st Feb 2024).

## Payment Methods

- Automated Direct Debit payments from your bank account or credit card
- Bank Transfer
- Credit Card
- B Pay
- Qkr!

### OLOG preferred payment plan method is direct debit.

All fee balances must be finalized by **15th November 2024**.

Failure to pay accounts by the 15th November 2024 (or to have entered into and maintained an agreed payment plan) will trigger a \$15 late payment fee.

### Example Instalments:

Full Fee	Weekly 42 Payments	Fortnightly 22 Payments	Monthly 10 Payments
1 Child	\$83	\$159	\$ 350
2 Children	\$152	\$290	\$637
3 Children	\$214	\$409	\$900
4 Children	\$271	\$517	\$1,138

Low Income Fee	Weekly 42 Payments	Fortnightly 22 Payments	Monthly 10 Payments
1 Child	\$50	\$95	\$ 210
2 Children	\$91	\$174	\$382
3 Children	\$129	\$245	\$540
4 Children	\$163	\$310	\$683









## DEBT COLLECTION

Debt management for outstanding fees will be based on positive, respectful relationships between OLOG and parents/guardians.

Statements will be issued each term along with account payment reminders where necessary.

If payments are not received and the family is unresponsive to reasonable efforts to collect fees and charges owing, the account may be referred to a debt collection service. All associated costs will be borne by the family as per the terms and conditions on the enrolment contract.

## SEPARATED FAMILIES/ SPLITTING OF FEES

It is the legal responsibility of each signatory to the enrolment contract to pay all fees and charges owing. Accounts will be billed as per the enrolment contract. Where this represents a separated family, the school expects the enrolling parents/guardians to work out payment arrangements between themselves to ensure that the account is paid each year. A copy of the account statement will be sent to both enrolling parents/guardians.

OLOG does not offer split billing and will only do so where a court order is in place specifying how fees are to be paid.

## WITHDRAWAL OF A STUDENT

Parents/guardians whose child/ren leave OLOG during a school term or at the end of the school year are required to provide a minimum of one term's notice in writing to the Principal prior to the student leaving. This is applicable to both current and future students where enrolment acceptance has been confirmed.

Failure to provide a full terms notice will result in fees being charged for the following term. Where the withdrawal occurs at the end of the year notice must be made in term 3. Failure to provide notice in term 3 will result in fees being charged for the first term of the following year.



**OUR LADY OF  
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#### Revision Record

Document Title	Fees Policy 2024
Document Date	September 2023
Approval	OLOG School Board
Review Date	September 2024

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