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Queries including School Card, Fee Remission, Payment Plans to Karen Swift, Family Accounts Officer

Fees for 2015

225 Cross Road, Cumberland Park  SA  5041
PO Box 57, Melrose Park  SA  5039
Tel  (08) 8179 2400     Fax  (08) 8272 9810
Email:  fees@cabra.catholic.edu.au

FAMILY ACCOUNTS OFFICER: Karen Swift (Monday to Thursday)
There are two ways to pay fees at Cabra. You can either pay by 3 instalments or arrange a Payment Plan.

### METHODS OF PAYMENT

<table>
<thead>
<tr>
<th>Payment Methods</th>
<th>Cash</th>
<th>EFTPOS</th>
<th>Direct debit from your bank account</th>
<th>Automatic credit card deductions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment in person can be made at the main school office between 8.00 am and 4.00 pm on school days.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If paying by 3 instalments – Due date is Friday Week 6 Term 1, Term 2 and Term 3 Statements will be issued by Week 3 of each term.

Payment Plan

If not paying by 3 instalments a formal payment plan between families and the College must be completed. To assist families, payment plans may be arranged at any time from November 2014. These Plans will allow families to pay fees on a weekly, fortnightly or monthly basis.

There are no other options.

### Split Fee Accounts

Fee accounts will not be split unless there is a court order in place and provided to the College. For accounts without a court order individual payments plans may be made and both parents will receive a copy of the family statement on request.

Choosing one of the above methods of payment and ensuring that fees are paid on time enables the school to provide the highest level of service to your family.

### INTERSTATE/OVERSEAS COLLEGE TRIPS

The College expects all families to be financially up to date with payment of their tuition fees, or financially up to date with an approved payment plan for payment of tuition fees when nominating their son or daughter for any interstate or overseas College trip.

The College will not allow attendance for an interstate or overseas trip if fees are not up to date.
EXAMPLE OF PAYMENT PLAN – example of approximate weekly, fortnightly and monthly payment based on 1 child attending Cabra in 2014 (no discount) for the period January to December.  

<table>
<thead>
<tr>
<th></th>
<th>Year 6 $</th>
<th>Year 7 $</th>
<th>Year 8 $</th>
<th>Year 9 $</th>
<th>Year 10 $</th>
<th>Year 11 $</th>
<th>Year 12 $</th>
<th>Year 13 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly (52 weeks)</td>
<td>121</td>
<td>121</td>
<td>151</td>
<td>151</td>
<td>190</td>
<td>200</td>
<td>202</td>
<td>202</td>
</tr>
<tr>
<td>Fortnight (26 fortnights)</td>
<td>242</td>
<td>242</td>
<td>302</td>
<td>302</td>
<td>380</td>
<td>400</td>
<td>404</td>
<td>404</td>
</tr>
<tr>
<td>Monthly (12 months)</td>
<td>522</td>
<td>522</td>
<td>653</td>
<td>653</td>
<td>820</td>
<td>863</td>
<td>874</td>
<td>874</td>
</tr>
</tbody>
</table>

FEE CONCESSIONS

Sibling Discount

Discounts are available for families with children attending Cabra and other Catholic primary schools.

*(Refer to enclosed application form for details)*

Discounts will be applied as outlined below on the total fee:

<table>
<thead>
<tr>
<th>Number of students attending Cabra:</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Nil</td>
<td>15%</td>
<td>22.5%</td>
<td>25%</td>
</tr>
<tr>
<td>1</td>
<td>10%</td>
<td>20%</td>
<td>25%</td>
<td>25%</td>
</tr>
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<td>2</td>
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<td>25%</td>
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Number of students attending other Catholic Primary Schools:

For those families experiencing financial hardship the College does provide assistance following proof of the hardship.

The College uses two methods to assess this:

1. **School Card Scheme**

   School Card is a South Australian Government means tested assistance scheme focused on providing educational expense support to families on a low income.


2. **Financial Fee Variations**

   Families are required to complete a fee remission form. For 2015 we have simplified the form and similar to the School Card system we ask for some information to be verified. In many cases it will also be necessary to have a short appointment with either Karen Swift or the Business Manager, which takes approximately 15-20 minutes. The fee remittance form is available from Karen Swift.

STUDENTS LEAVING AT THE END OF OR DURING A SCHOOL YEAR

1. When students leave Cabra of their own volition, the family must give a minimum of one term’s notice. Fees in lieu of one term’s notice will be charged to the child’s account if one term’s notice is not provided. This includes students leaving at the end of the year who must advise the college before the end of Term 3.

2. In addition, for students leaving during a school year, fees will be adjusted to reflect the number of weeks’ tuition provided to the student, for the year.

3. The Principal at his discretion may waive fees in lieu and/or fees to be charged for a student leaving the College.

STUDENT ABSENCES

1. Payment of school fees is still required where a student is absent from school for any length of time.

2. A student who temporarily leaves the college for a minimum of a term and wishes to return to the college will pay a holding fee of at least 50% of the fees applicable during the student’s absence.

3. This holding fee may be waived at the discretion of the Principal.
**EXTERNAL STUDIES AND PART TIME STUDENTS**

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