



F005	Educational Fees Policy
Purpose	To provide the current annual educational fees parents are required to pay for student and show the procedure for determining the fees.
Authority	Constitution 13(a)
Policy	The school charges annual educational fees for resources, textual material, camps and other education related expenses.
Delegation	Management, Finance
Related Policies	
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Review Authority	Management, Finance
Keywords	Tuition Fees, Resource Fees, Excursions, Camps
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer:	C Brearley- November 2022



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
4	Nov 2022	Add version management table. Update current fees, add appendix 1 of current secondary fees	CB



F005

Educational Fees Procedure

Parents or guardians who have children at school are provided invoices to cover educational expenses, including camp and transport.

The procedure is as follows:

1. The Finance committee determines the fees for the year at its preceding November meeting.

The Finance committee can propose to alter the fees as required providing the annual increase does not exceed CPI. The fees can be reviewed every 3 years.

2. The fees may cover the following expenses:

- a. Excursions

The total cost for each student

- b. Resource fees per student – currently \$135 per student

Covers costs for : copyright, primary school textbooks, photocopy costs allocated to teaching materials.

Charges for each student will be pro rata for items b and c.

Full time students (PP-6) will receive an invoice for 100% of the amount.

Part time students are to be charge pro rata; their fee, and that of Kindergarten students, is calculated as follows:

Average enrolment during the year in FTE * number of terms/4 * fee,
e.g. 0.3FTE * 3 terms * fee.

- c. Miscellaneous School Camps
- d. Secondary Subject Tuition fees Yrs. 7-10 – Current fees at appendix 1. Secondary subject fees may change depending on electives available each year.
- e. Individual text books as required
- f. Annual Camp fees – Yr 6 - Perth, Yr 9 – Warrdagga; Yr 10 - Canberra

Individual charges will apply to each camp:

Yr 6 Camp - \$135

Yr 9 Camp - \$135

Yr 10 Camp - \$280



Education Program Allowance:

Low income earning parents who have a Centrelink card and children in years 7-12 may apply for an Education Program Allowance. Eligible parents are to show their card and fill in a form at JCSA Reception.

The allowance will be put towards the invoice amount for the parents. If the invoice is in credit, this credit is to be transferred to the JCSA school fees once the allowance has been received from the Department.

Enrolments/ school leavers

Parents of students who are enrolled during the year are to receive an invoice after they have enrolled their children. The amounts are to be adjusted based on the time of year their children are enrolled.

Parents of students who leave school during the year may apply for a credit/ reimbursement of their school fees. See below the table showing the percentages.

Enrolment during the school year/ leave school during the school year.	New Enrolment Percentage of fee to be invoiced ¹	School Leaver Credit to be given ¹
Term 1	100%	70%
Term 2	80%	45%
Term 3	60%	0%
Term 4	35%	0%

¹) Amounts will be rounded down to the nearest \$5

Payments

a. Payment Schedule:

The following payment schedule applies:

i. Invoice items a, b, c, e, f, g:

- * 50% of invoice amount to be paid by end of Term 1
- * 75% of invoice amount to be paid by end of Term 2
- * 100% of invoice amount to be paid by end of Term 3

ii. Invoice item d:

4 weeks before start of camp

iii. Invoice item h:

Same payment arrangement as point i.

b. Payment arrangements

Parents who foresee payment problems or who cannot pay before the due date are to be encouraged to contact the Bursar as soon as possible, preferably in writing. The request for a delayed payment schedule is to include a proposal on how, by whom and when the outstanding payments will be paid.

c. Late payments

Outstanding amounts are to be provided in a follow up statement along with a request to pay the



outstanding amount.

If the payment schedule is not met and no agreements have been made, the Bursar will inform the Principal. The following actions may be taken:

- Report card withheld
- No access to camp
- No access to school
- No graduation



Appendix 1 Secondary Subject Fees

Secondary Subject Fees – as at Nov 2022.

	Year 7	Year 8	Year 9	Year 10
Course Paper	\$ 7	\$ 7	\$ 7	\$ 7
History	\$ 15	\$ 15	\$ 15	\$ 15
Digital Technology	\$ 12			
Art -1 Semester Course Fee	\$ 18	\$ 18		
WW 1 Semester Course Fee	\$ 30	\$ 30		
Manual Arts Safety Equipment	\$ 15			
Music Course Fee	\$ 10	\$ 10		
Drama Subject Fee			\$ 30	\$ 30
Subject Fees for Sem 1 & 2			\$ 180	\$ 180
Metal Work Course Fee		\$ 30		
Fd & Nutr. 1 Sem. Course Fee		\$ 30		
Design & Tech 1 Semester		\$ 30		
Textile Studies		\$ 30		