



## SCHEDULE OF FEES AND CHARGES

### RESPONSIBILITY

It is the College's view that parents or guardians are responsible for the payment of fees and levies. The fact that students receive Government assistance to study does not detract from this.

### ACCOUNTS

Accounts are forwarded by email to the email address provided on the enrolment form. Paper accounts may be posted if requested. The annual fee and general levy are invoiced at the beginning of each year and may be paid by equal monthly instalments from February to October. Instalments are expected by the last day in each month. Overdue accounts may be charged interest at the Commonwealth Bank of Australia overdraft reference rate on the balance remaining in each month.

### STUDENT CHARGES 2018

|  |                    |           |
|--|--------------------|-----------|
| The same charges apply to Years 11 and 12. | Annual tuition fee | \$5087.00 |
|  | General levy       | \$ 325.00 |

### ENROLMENT FEES

An enrolment fee of \$250 is required with each enrolment application and is not refundable.

### SIBLING DISCOUNTS

Discounts are available to parents who have three or more children in Catholic schools within Tasmania. Application must be made annually on the approved yellow form available from the College office.

Levels of discount are:

|  |                        |
|--|------------------------|
| 3 children in Catholic schools         | 10% of the tuition fee |
| 4 children in Catholic schools         | 20% of the tuition fee |
| 5 or more children in Catholic schools | 30% of the tuition fee |

### METHODS OF PAYMENT

The following options are offered:

|              |                                  |
|--------------|----------------------------------|
| Bpay         | Credit card (Visa or Mastercard) |
| EFTPOS       | Cash or cheque                   |
| Direct debit | Centrepay                        |

Details for these are found on each month's statement.

### SPECIAL ARRANGEMENTS

Where parents anticipate difficulty with the payment of fees they are encouraged to talk to the Business Office on 6238 4358. All such discussions, and any ensuing arrangements, are in confidence.

### BUILDING FUND

The College operates a separate tax deductible building fund to help cover the cost of building projects, associated loan payments and maintenance. Payment to the fund is optional. All parents are encouraged to contribute.



### **OVERDUE ACCOUNTS**

In fairness to all parents and to ensure responsible financial management of the College, there is a strong expectation that statements will be paid by the due date. The College Board endorses firm action on overdue accounts. Should any formal collection action need to be taken, the collection costs are borne by the parent/guardian.

### **NOTICE OF STUDENT WITHDRAWAL**

Ten weeks' formal notice in writing must be provided to the Principal if a student is withdrawing from the College. If the notice in writing is not received and the student ceases attending the College then fees and levies are charged for ten weeks in lieu of notice. This is a strictly enforced policy.



## ENROLMENT POLICY

- Guilford Young College is a Catholic college under the auspices of a Governing Body, chaired by the Archbishop of Hobart. Parents and students must, therefore, understand and support the Catholic ethos of the College community. We adhere to the *Archbishop's Charter for Catholic Schools*.
- Students are required to participate fully in the Religious Education program and to attend major College celebrations and days organised to enhance the spiritual and personal development of students.
- Parents, guardians and students agree to accept the authority of the Governing Body and the Principal to administer the College and they will be bound by and duly observe any policies and regulations of the College.
- Students are expected to conduct themselves according to the Gospel values of respect, compassion and justice and to co-operate fully in supporting the College community as a place of learning.
- Parents are expected to take a positive part in the activities of the College and to work in partnership with the College in promoting the educational experience of students.
- Students are to care for the buildings, furniture and equipment of the College; parents/guardians are financially responsible for damage caused through carelessness or neglect by students.
- Students are required to use the College Information Communication Technology resources carefully, responsibly and ethically.
- Students are to wear the College uniform properly, so as to represent the College with pride in personal appearance as well as developing a sense of belonging and responsibility.
- Students may not leave the College property during school hours without the permission of parents/guardians and the appropriate College authorities.
- Students are not permitted tobacco, alcohol or any form of illicit drug while at the College, at a College function or activity or travelling to or from College.
- Parents, guardians, or students living independently, will pay all invoiced or agreed fees and levies by the required time. Should difficulties be experienced in doing so, they will contact the Principal or the Business Manager without delay. Recovery of outstanding accounts will also incur payment of collection and legal costs by those responsible for payment of fees.
- In the event of student illness/injury or other serious circumstances the Principal, or the nominee of the Principal, is authorised to take whatever action is considered necessary. It is understood that immediate contact with parents will be attempted.
- Parents/guardians give permission for students to participate in excursions planned by the staff of the College.
- Parents/guardians and students give permission for enrolment information to be disclosed to relevant staff as deemed necessary and to give permission for student names and photos to be used in College publications and for College promotion.
- Payment of an enrolment fee is required upon lodgement of the enrolment application. This fee will be credited against the second month's account and is not refundable.
- Parents/guardians give permission for contact to be made with them via usual correspondence, telephone, SMS and email.



## UNIFORM POLICY

All students are expected to adhere to college uniform requirements and to wear their College uniform with pride. When travelling to and from school, students are expected to wear complete College uniform.

The compulsory College uniform must be worn at a number of specific college celebrations including the Commendation Ceremony and the Graduation Ceremony. For general wearing of the uniform, the following applies:

- Skirts have been made on a long line style and should be knee length. Females have the option of wearing college slacks.
- Males have the option of college grey shorts with college long grey walk socks.
- The college cap or beanie is for outdoor use.
- Students may choose to wear a college blazer or college vest as the outer garment with the exclusion of formal occasions. A college or navy scarf may be worn with the uniform.
- In winter, if students need to wear an additional coat over their college jumper our uniform shops have available: college soft shell, polar fleece, down or Melton wool jackets. The other option is a plain, navy blue coat, 'great-coat' or jacket with no logo or emblem.
- T-shirts (long or short sleeve) are not to be visible underneath the College uniform.

**If for any reason a student is unable to wear the College uniform to school, a note is requested from home explaining the particular circumstances. The complete College Sports Uniform will be permitted as an alternative in these circumstances.**

### UNIFORM SHOP

College uniform items are available from the Uniform Shop located at both the Glenorchy and Hobart campuses. Regular college term opening hours are Tuesday and Thursday, 10:30am until 2pm.

#### Female Student Uniform

- \* College white blouse and logo button
- \* College skirt
- College trousers
- \* College jumper
- College vest or blazer
- College white socks
- \* College navy stockings
- \* Black leather lace-up school shoes with standard heel
- \* College navy bag or College navy backpack
- College soft shell, polar fleece, down or Melton wool jacket

#### Sports Uniform

- College Polo Top
- College Rugby Top
- College Navy Track Pants
- College Navy Shorts
- College Tracksuit Jacket

#### Male Student Uniform

- \* College white business shirt and College neck tie
- College white 'Jack' shirt with logo
- \* College grey trousers
- \* College jumper
- College vest or blazer
- \* College black or grey socks
- College shorts
- College long grey socks
- \* Black leather lace-up school shoes with standard heel
- \* College navy bag or College navy backpack
- College soft shell, polar fleece, down or Melton wool jacket

- \* *These items are compulsory college uniform for all students and will be required to be worn at a number of college celebrations and for college photographs.*



## TERMS AND CONDITIONS OF ENROLMENT

This form governs the application for enrolment and the terms and conditions of the enrolment of the student. It continues to apply until completion of the student's enrolment and payment of all monies due to the College.

In this form:

**"Archdiocese"** or **"Archdiocese of Hobart"** means the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.

**"College"** means Guilford Young College in Tasmania, operated by the Archdiocese.

### CHANGES TO ENROLMENT TERMS AND CONDITIONS

The College may vary or amend these terms and conditions by written notice to the parent(s)/guardian(s) at any time. Any variations or amendments will apply from the date specified in the notice, being not less than 14 days after the notice is issued.

A notice may be handed to you personally or sent by email, facsimile or prepaid mail to the last known address of the addressee. Notices may also be given by delivery to students or by notice in the College newsletter. Notices sent by pre-paid post are deemed to be received within five business days after posting. Notices sent by facsimile or email are deemed received on confirmation of successful transmission. Notice to one parent/guardian is deemed to be notice to all parents/guardians.

### GENERAL TERMS AND CONDITIONS

Completion of this Application for Enrolment Form does not guarantee an enrolment interview. Successful applicants will be determined in accordance with the College's enrolment criteria and the Tasmanian Catholic Education Commission Enrolment for Catholic Schools Policy.

Attendance at an enrolment interview does not guarantee enrolment being accepted.

Enrolment of a student at one Catholic school does not guarantee the enrolment of that student in any other Catholic school.

The law of Tasmania from time to time governs these terms and conditions. The parties agree to the non-exclusive jurisdiction of the Courts of Tasmania, the Federal Court of Australia, and of Courts entitled to hear appeals from those Courts.

The College's failure to enforce any of its rights (under these terms and conditions or otherwise) shall not be construed as a waiver of any of the College's rights.

If any part of these terms and conditions is unenforceable it shall be read down to be enforceable or if it cannot be read down, it shall be severed from these terms and conditions without affecting the enforceability of the remaining terms or conditions.

Invoices are issued early in Term 1 of each year for the full year fees and levies. A single invoice will be issued covering all students for which the parent/guardian is responsible and including all fees and levies. Current fees and levies are outlined in the Schedule of Fees and Charges.

The Schedule of Fees and Charges may be updated each year and includes information about payment options. This also states any applicable interest rate payable on overdue fees or levies. Interest is payable from the due date until payment is received in full. You will be asked at the end of each year how you would like to pay fees for the next year.



## RESPONSIBILITY FOR PAYMENT OF FEES

College Office staff can assist with any queries you may have in regard to payment of fees and levies.

**Each person who signs the Student Enrolment Application Form accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student.**

Payment of fees is subject to all the terms and conditions contained in this form.

Where there is more than one person signing this form:

1. the College may issue only one account in the name of all individuals listed on this form;
2. each person is independently and jointly responsible for payment of the whole of the fees, meaning the College can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them;
3. notice to any one parent/guardian is taken to be notice to all parents/guardians;
4. each individual consents to his/her personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account; and
5. amendments to fee payment arrangements can only be made with the written agreement of all affected parties (including all parents/guardians listed on this form and those who will be responsible for paying fees).

### ENROLMENT FEE

At the time of submitting the Student Enrolment Application Form you will be required to pay an enrolment fee. This enrolment fee is non-refundable except in special circumstances and would require discussion with the College Business Manager.

### PRO-RATED COLLEGE FEES

In cases where a student commences at or leaves the College part-way through the year, fees and levies will be pro-rated in accordance with this part.

### TUITION FEES

Subject to minimum notice requirements for withdrawing a student, tuition fees will be pro-rated to the nearest week, including any partial weeks of attendance as full weeks.

### NOTICE OF WITHDRAWAL

Written notice of at least **ten weeks** is required prior to withdrawal of a student from the College. Where notice is not provided, full tuition fees and all levies will need to be paid for the number of weeks where notice was not provided. This includes withdrawal prior to the start of the College year.

For example, if a student is withdrawn at the start of the College year, a total of ten weeks of school fees may need to be paid.

This notice period may be reduced or waived in special circumstances. Please contact the Business Manager if you would like to discuss this possibility.

### SPECIAL PAYMENT ARRANGEMENTS

If you are experiencing financial hardship or are struggling to pay on time, please contact the College Business Office by telephone 6238 4350 or via email to [fees@gyc.tas.edu.au](mailto:fees@gyc.tas.edu.au). Variations in payment arrangements can be approved where required, and in exceptional circumstances limited fee remissions can be provided. You may be required to provide evidence of need to enter into a special payment arrangement or receive a fee remission.



**FAILURE TO PAY**

Where payment is not made on time, debt recovery action may be commenced against any one or all of the parent(s)/guardian(s) named on this form.

The College or the Archdiocese may charge the parent(s)/guardian(s) for, and the parent(s)/guardian(s) indemnify the College and the Archdiocese from, all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis) incurred by the College or the Archdiocese resulting from the default (failure to pay) or in taking action to enforce compliance with these terms and conditions.



## PERSONAL INFORMATION OF COLLECTION NOTICE

1. The Archdiocese of Hobart both independently and through its schools and colleges collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. This personal information is managed in accordance with the privacy policy of the Tasmanian Catholic Education Commission, copies of which are available on request. The policy includes information on how to access and correct your personal information, as well as information on how to complain about interferences with your privacy.
2. The primary purpose of collecting this personal information is to enable the Archdiocese to provide education to the student and to enable the student to take part in activities of the school or college.
3. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Certain laws governing or relating to the operation of schools and colleges require that certain information is collected. These include but are not limited to the *Australian Curriculum, Assessment and Reporting Authority Act*, the *Education Act*, the *Tasmanian Qualifications Authority Act* and the *Public Health Act*.
5. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act*. The College may ask you to provide medical reports and health information about the student from time to time.
6. If the College does not obtain the information requested, the College may not be able to enrol or continue the enrolment of the student.
7. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools and colleges, government departments (such as the Education Department), government agencies (such as the Australian Curriculum, Assessment and Reporting Authority [ACARA]), statutory bodies (such as the Teachers Registration Board of Tasmania), medical practitioners and people providing services to the College (such as auditors, lawyers, insurers, accountants, debt collectors, specialist visiting teachers, sports and other coaches, volunteers and counsellors).
8. When a student moves between schools and colleges both operated by the Archdiocese, the schools and colleges may exchange any and all personal information about the student. When a student moves from a school operated by the Archdiocese ("old school") to a school or college not operated by the Archdiocese ("new school"), the old school may provide personal information about the student to the new school or college with the consent of the student (or their parent(s)/guardian(s) on his/her behalf).
9. Certain personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing some school information relating to the circumstances of parents and students on the MySchool website.
10. Personal information collected from students is regularly disclosed to their parents or guardians.





11. Personal information collected from one parent/guardian may be disclosed to others responsible for payment of fees, including information about payments made or overdue.
12. Parents and guardians may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include (but are not necessarily limited to) where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
13. The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
14. The College may, with their consent, include parent or guardian contact details in a class list and College directory given to other parents and guardians.
15. The College does not normally send personal information overseas.
16. Personal information about the student may be used by the Archdiocese of Hobart for religious purposes, including inviting the student to participate in sacraments or Church activities.
17. In the event of a default, the College may seek credit information from and disclose credit information to credit reporting bodies in accordance with the Tasmanian Catholic Education Commission Credit Information Privacy Policy, available in electronic form from [www.catholic.tas.edu.au](http://www.catholic.tas.edu.au) and in hard copy from the Tasmanian Catholic Education Office or the College.

If you provide the College with the personal information of others, such as doctors or emergency contacts, the College encourages you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose such information to third parties.