2014 Schedule of Fees

The School’s Fee Policy

The School acknowledges the commitment made by many parents who have chosen to send their children to Kincoppal–Rose Bay School of the Sacred Heart. The School Board sets the fees at a level that enables the provision of excellence in teaching and learning and ensures the effective functioning of the School. The major part of the annual budget is allocated to the payment of salaries to teachers and staff at the School. In addition, the School must budget for ongoing maintenance, repayment of capital loans, compliance; refurbishment and new building projects.

As the majority of the School’s annual recurrent income (86%) is derived from fees, it is vital that fees are paid on time to ensure the continued efficient financial management of the School. The various fee payment options to assist families in meeting this requirement are set out below.

Tuition Fees

Effective from 1 January 2014

<table>
<thead>
<tr>
<th></th>
<th>Per annum</th>
<th>Per nine monthly instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Learning Centre</td>
<td>$16,065</td>
<td>$1,785</td>
</tr>
<tr>
<td>Kindergarten, Years 1 &amp; 2</td>
<td>$16,029</td>
<td>$1,781</td>
</tr>
<tr>
<td>Years 3, 4, 5 &amp; 6</td>
<td>$18,135</td>
<td>$2,015</td>
</tr>
<tr>
<td>Years 7, 8, 9 &amp; 10</td>
<td>$22,131</td>
<td>$2,459</td>
</tr>
<tr>
<td>Years 11 &amp; 12</td>
<td>$25,731</td>
<td>$2,859</td>
</tr>
</tbody>
</table>

Please note that tuition fees do NOT cover textbooks, uniforms, Learning Advantage Program notebooks, stationery, excursions, sports registration, coaching levies and optional accomplishments (e.g. piano lessons, tennis, dance or gymnastics).

Boarding Fees

Our Boarding School accommodates secondary students from Years 7 - 12. Boarding fees are additional to tuition fees and cover meals, accommodation and laundry, as well as some recreational facilities and activities.

<table>
<thead>
<tr>
<th></th>
<th>Per Year</th>
<th>Per nine monthly instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding</td>
<td>$22,039</td>
<td></td>
</tr>
<tr>
<td>GST on food component</td>
<td>$488</td>
<td></td>
</tr>
<tr>
<td>Total boarding fees</td>
<td>$22,527</td>
<td>$2,503</td>
</tr>
</tbody>
</table>

Family Reductions

A concession of 10% applies to tuition fees for a first sibling and 15% for subsequent siblings. A concession of 25% applies to boarding fees for the first and subsequent siblings.
Information Technology Levy
To cover the essential upgrade of our IT infrastructure, each student is charged a levy of $500 on their first instalment notice. This levy provides the School with the capacity to renew and deliver contemporary technology services which enhance student learning in the 21st century.

Application Fee, Deposits and Boarding Prepayment
1. A non-refundable application fee of $200 (including GST) is payable when an enrolment application form is lodged.
2. A deposit for all students, of $4,000, is payable on acceptance of an offer. Half of this deposit is non-refundable. The remainder is refunded when the student leaves the school, provided it is claimed within one term of departure and provided one term’s notice has been given. This notice must be in writing addressed to the Principal. The deposit is NOT refundable in the case of Junior School students who withdraw before the end of Year 4.
3. A prepayment equal to one term’s boarding fees is payable upon acceptance of an offer in the Boarding School. This is deducted against the first instalment of tuition and boarding fees once the student commences.
4. An additional deposit for students enrolling in the Junior School (Early Learning Centre to Year 4), of $2,500, is payable on acceptance of an offer. This second deposit is fully refundable on completion of Year 4.
5. Where at least two siblings are enrolled at the same time; the school will only charge one family deposit rather than individual deposits. The amount will be calculated at enrolment and depends on the number of children enrolled.

Fee Payment Options
The parents/guardians of a student are jointly and individually responsible for payment of fees in one of the following ways:

1. Advance Payment of Fees for 2014
   If a full year’s tuition fees and/or boarding fees are paid in advance by no later than Friday 29 November 2013, a discount of 5% will apply. Parents/guardians will be asked to donate the full discount saving as a voluntary tax deductible donation towards the School Building Fund.
   A signed authority to debit sundry charges during 2014 from a nominated credit card must also be received by Friday 29 November 2013. Sundry charges will be charged against the nominated card 14 days from the date of invoice.

2. Advance Payment of Fees beyond 2014
   If parents/guardians wish to pay tuition and/or boarding fees for a time period greater than one year, then please contact the Business Manager for a specific quotation.

3. Nine Monthly automatic Instalment payment plan
   The payment of the combined annual tuition and/or boarding fees will occur in nine instalments (from February to October). This arrangement will commence on the 1st Monday in February 2014, by direct charge to a credit card account and continue to October. Sundry charges will be due in the next month after they have been charged to the school fee account.

   The payment of combined annual tuition and/or boarding fees plus monthly sundry charges is due 14 days from the date of invoice. Parents/Guardians will need to lodge with school a signed credit card authority to be used in the event that the monthly amount outstanding is not paid by the due date. The use of the nominated credit card authority will only be used if payment of the outstanding fees is not receipted by the 2nd Monday of each month.
5. Manual payers

For those families/parents/guardians that do not choose any of the above payment options; they have fourteen (14) days from the Statement Date to pay the amount known as TOTAL NOW OWING.

Parents and Guardians with students in Year 12

- Year 12 Parents who have not adopted the Fees in Advance (FIA) payment program will need to finalise all tuition, boarding and other sundry charges by the end of July 2014.

- For parents who choose to adopt the nine monthly instalments arrangement (automatic or manual) the monthly instalment charge will be adjusted to meet this time frame.

Methods of Payment

The School accepts payment of fees by cash, cheque and B-Pay, as well as by the following credit cards: MasterCard, Visa and American Express. Please note that effective 1 January 2014 a merchant fee surcharge will apply to all fee transactions paid for by credit card with Amex 1.0% and Visa or MasterCard 0.5%.

For your convenience you can now pay your school fees via www.krb.nsw.edu.au Click on the title "Payments Online; Fees, Events and Annual Giving" and follow the prompts.

All accounts are required to have a zero balance at the end of each year’s billing cycle (end of November 2014). It is the responsibility of the parents and/or guardians to ensure that address details and associated bank account/credit card details are current.

Late Payment

The School supports equitable principles regarding the payment of school fees. It is a condition of acceptance of each child into the School that parents and/or guardians meet their obligation to pay school fees on time. Students will not be enrolled in optional accomplishments or other school related programs such as overseas exchanges and excursions unless fee accounts are current.

If school fees and additional sundry charges are not paid by the due date, by one of the above methods, a late payment administration fee of $350 will apply to outstanding fees from the due dates.

The School reserves its right to limit or deny the student access to school services until outstanding fees are paid. In addition, any recovery costs incurred by the School will be passed on to the parent and/or guardian.

As well, where any fees remain outstanding at any time after the due date for payment has passed, the School reserves the right to require the parents/guardians to immediately withdraw their daughter/son from the school.

Parents and guardians who have enrolled in the nine monthly automatic instalments arrangement must ensure the nominated credit card is active and will accept the monthly charges. If a card is declined for two consecutive months, the School reserves the right to transfer the account to current and request that all outstanding fees be brought up to date immediately.

Parents/guardians with outstanding fee balances at the end of the calendar year will not be allowed to re-enroll until all outstanding balances are paid or an agreed and signed instalment plan is approved by the Principal.

No new family enrolments will be accepted, and acceptance may be withdrawn, if any fees remain outstanding by the end of the calendar year, unless by prior arrangement with the Principal.
Withdrawal/Transfer/ Payment

In the event of a student being withdrawn from the School or changing status (for example from boarder to day student), the school requires one full term’s written notice addressed to the Principal. This notice must be signed by the parents/guardians named on the acceptance form and received by the LAST school day of the term prior to exit.

In the event that:

- A student is withdrawn from the school without a full term’s notice; a late withdrawal amount of one full term’s fees is applicable
- A student changes status from boarder to day student without a full term’s notice, an amount of one full term’s fees is applicable
- A student attending the school on advance payment of fees is subsequently withdrawn without a full term’s notice, the school will refund an amount equivalent to the remaining year’s fees, less one full term’s fees and the 5% advance fee rebate
- One full term’s notice is given for a student whose fees have been paid in full in advance, a refund representing any full term not commenced will be refunded, less the 5% advance fee rebate
- A boarding student in Year 12 is withdrawn part way through the year; the School will charge a full year’s boarding fees.

Voluntary Contributions to the Building Fund

The facilities of Kincoppal-Rose Bay School of the Sacred Heart exist due to the generous support given by many families and individuals since its foundation in 1882. Each generation of the School invests in expanding and improving the facilities for their own benefit and that of the next generation.

Like all schools, our facilities must be constantly maintained and developed to meet the changing educational needs of our students. The School’s borrowing program ensures that both current and future generations contribute equitably to capital works.

Each school family is asked to make a voluntary contribution to the School Building Fund. Donations to the Fund will be used to supplement the borrowings required for the construction of capital works, such as the recently completed Maureen Tudehope Centre.

Bursary Fund and Indigenous Fund

Families are also asked to consider making a voluntary contribution to the Bursary Fund, and/or the Indigenous Fund. These funds ensure that the school makes significant progress towards an increase in the proportion of its students whose families cannot otherwise afford an education at Kincoppal-Rose Bay School.

Tax Deductibility

The School Building Fund, the Bursary Fund and the Indigenous Fund are endorsed as deductible gift recipients (DGR) under Subdivision 30-BA of the Income Tax Assessment Act (ITAA) 1997. Contributions to one or all three Funds are fully tax deductible.

The School reserves the right to update and change the school policy and fees and at such times this will be communicated to the parents.