

# 2024 SCHEDULE OF FEES INTERNATIONAL STUDENTS

CRICOS PROVIDER NO. 00959M



**The Cathedral School**  
of St Anne & St James  
T O W N S V I L L E

'Fees' for a student at The Cathedral School, where that term is used in the Conditions for Payment of School Accounts, shall comprise all of the fees, levies and charges listed below (as updated from year to year) that are applicable to that student. All fees are payable in Australian Dollars.

NEW ENROLMENTS		
Application Fee – to be paid on applying for enrolment at The Cathedral School		\$300 (non-refundable)
Enrolment Confirmation Fee – to be paid on acceptance of a place at The Cathedral School		Advance payment of total fees for one semester (50% of annual fee)
TUITION FEES	Annual Fee	Semester Fee (50% of Annual Fee)
Primary Schooling Years P – 6	\$22,520	\$11,260
Junior Secondary Years 7 – 9	\$31,300	\$15,650
Senior Secondary Years 10 – 12	\$31,300	\$15,650
NON-TUITION FEES	Annual Fee	Semester Fee (50% of Annual Fee)
Boarding Fees	\$21,500	\$10,750
Holiday Homestay (if required)		
• Placement fee	\$100 per placement	
• Weekly rate	\$70 per day	As required
Health insurance (to be paid in full prior to commencement)	Approx. \$600 per year	n.a.
QCAA service fee for overseas students (Year 11 & 12 only) – levied by State Education authority each year	Approx. \$827.48	n.a.
Outdoor Education Camps	As for year level	See below
Subject Supplies (for some electives requiring consumables)	As for subject	See over page
Year 7 – 12 Stationery – estimated cost (pay when purchasing)	Approx. \$150	n.a.
Prep – Year 6 Stationery Levy	\$150	\$75
Bring Your Own Device (BYOD Laptop)	Approx. \$1000	n.a.
Uniforms – estimated cost (pay when purchasing)	Approx. \$750	n.a.
VOLUNTARY PAYMENT	Annual Fee	Semester Fee (50% of Annual Fee)
Building Fund	\$400	\$200

## OUTDOOR EDUCATION FEES

The annual Outdoor Education Camp is an integral element of the curriculum at The Cathedral School and attendance is compulsory for all students. The payment of the annual fee is split over four terms, and cannot be refunded due to the substantial overhead costs of running the program.

	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Annual fee	\$265	\$525	\$525	\$695	\$1,820	\$810	\$1,350	\$1,095	\$1,595
Term fee	\$66.25	\$131.25	\$131.25	\$173.75	\$455	\$202.50	\$337.50	\$273.75	\$398.75

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## SUBJECT SUPPLIES

Some elective subjects or activities incur significant costs in equipment, registration or consumable materials – additional charges will apply as listed below. One-quarter of the annual fee is charged each term.

SUBJECT FEES	Term Fee
Product Design Technology	\$65
Food & Textiles Technology	\$47
Visual Arts	\$40
Hospitality Practices	\$60
Furnishing Skills	\$65
Biology Year 12	\$150
Diploma/Certificate courses	Individual certificate costs

## EXTRACURRICULAR CHARGES

Students may choose to take advantage of a range of extracurricular activities offered by the School or may incur medical or transport costs during the year. Charges for these activities and services will be added to accounts as and when they occur.

## INTEREST ON OVERDUE ACCOUNTS

9% interest will be charged on all account balances that are not paid by the due date.

## CONDITIONS FOR PAYMENT OF SCHOOL ACCOUNTS

These Conditions apply to all accounts used for fees and other charges incurred by families of students who have attended the School in the past, who currently attend the School, and who will attend the School in the future.

All persons who sign the student's Application for Enrolment and/or Enrolment Contract are jointly and severally liable for paying school fees. Any variation to this condition will require signed consent by all parties, including the School.

The School's Board of Directors has the discretion to vary conditions regarding payment of accounts, charging of interest and cancellation of enrolment.

## 1. FEES & CHARGES

### Enrolment Fees

The **Application Fee** is payable upon application for enrolment at the School. It is an administrative fee and is not refundable.

An **Enrolment Confirmation Fee** (equivalent to one semester's fees in advance) is paid on acceptance of a place at the school. Once this fee has been paid, the Confirmation of Enrolment (COE) will be issued – this is needed when applying for a student visa.

### Course Fees

Course fees include tuition fees and non-tuition fees. Tuition fees are those charges directly related to the provision of the course; non-tuition fees include accommodation charges, health insurance, Outdoor Education camps, uniforms and stationery items. Course fees are set annually but may change during the year. Fees are payable six months in advance and must be paid in Australian dollars.

If a student changes visa status (e.g. becomes a temporary or permanent resident), he/she will continue to pay international student fees until the commencement of the following semester after documentary evidence of the new visa status has been provided to the School.

Fees will only be refunded under the conditions outlined in the Refund Policy (see over page).

### Health Insurance

Health insurance is compulsory for all international students and it is a visa requirement that approved Overseas Student Health Cover is purchased in advance for the full course duration. This will be levied as part of the Enrolment Confirmation Fee, unless the student provides proof of other acceptable medical insurance cover.

## 2. PAYMENTS OF SCHOOL ACCOUNTS

Course fees are charged to accounts prior to the commencement of each new semester (January and July). These fees are due and payable by the first day of the semester to which they apply. Other amounts are charged to accounts as and when they occur. A Statement of Account is issued at the end of each month and balances greater than \$A1000 are due by the end of the following month. Smaller amounts can be carried over to the next payment period.

### Payment of Account

Payments are receipted to accounts on the date of their receipt by the School and are applied to the oldest charges on the account at the time of receipt.

### Fees Paid in Advance

Fees paid in advance are held in trust and drawn down to pay fees as they become due. Fees held in credit will be refunded upon student withdrawal, provided that written notice is given at least one term (10 weeks) prior to the student's departure from the School. (See Refund Policy below).

### Uniform and Stationery Purchases

Uniforms and some stationery items are available at the School Retail Shop. Items purchased must be paid for at the time of purchase. Payment can be made using cash, cheque, debit or credit card, or can be charged to the family's account if the account has a credit balance.

## 3. CHANGES IN ENROLMENT STATUS

Students must notify the School in writing of any variation to their enrolment status. The impact on fees is explained below.

### Temporary Absence

No deductions from fees are allowed for delays in students returning to school, for absence during the school term, or for the earlier completion of Year 12.

### Change of Boarding Status

If a student wishes to change from boarding to homestay or vice versa, written notice must be given at least one term (10 weeks) in advance. Any such change in status will be subject to suitable accommodation being available and will require the approval of the Principal. The student's account will be adjusted as required after the change in status has taken effect.

### Withdrawal of Enrolment

Student withdrawal must be notified in writing to the Registrar at least one term (10 weeks) prior to departure date. For students not continuing the following year, notice is required by the first day of fourth term (beginning of October). In the absence of such notice, one half of a semester's fees will be charged. (See Refund Policy at 6. below).

## 4. OVERDUE ACCOUNTS

If payment of an account is not received in accordance with the requirements of Clause 2, then the account is overdue.

### Late Payment

Interest is charged on all overdue balances at the rate determined by the School Board by annual review; such rate to be notified at the base of the Schedule of Fees.

Payments received during the month that only partially pay the opening balance will reduce the amount on which interest will be charged by the amount of the receipt.

### Penalties for Non-Payment

The School reserves the right to cancel a student's enrolment for non-payment of School Fees from the commencement of a semester if fees for that semester have not been paid.

The School reserves the right to cancel a student's participation in any extra-curricular activity that incurs an additional cost if fees are outstanding. The School reserves the right to withhold school documentation if there are any monies outstanding.

### Debt Collection Fees

Should an overdue account be referred to a solicitor or licensed commercial agent, all costs incurred will be borne by the account holder.

## 5. METHODS OF PAYMENT

School Accounts are managed by the School's central administration situated in Heatley House. The office is open from 8am to 4pm on school days. School accounts can be paid using any one or more of the following methods of payment listed.

- By logging in to the Parent Lounge via the school website.
- By BPay using information as indicated on the base of the Statement of Account Remittance Advice.
- By mail using a completed Statement of Account Remittance Advice for credit cards.
- By telephone using credit card details.
- Over the counter at the office using cash, cheque, debit or credit cards.
- By telegraphic bank transfer.

## Important Notes for Payments

The School does not accept Diners Club cards, Password protected debit and credit cards can only be used over the counter at the office.

Payments made directly to the School bank account must include the identifying parent code or the student's full name to enable staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which payment is made, then the School must be advised of details of the intended deposit(s).

### School Bank Account Details

Payments by direct deposit or internet require the School's bank account details:

Account Name: The Cathedral School of St Anne and St James

Bank & Branch: Westpac, Aitkenvale

SWIFT Code: WPACAU2S

Bank BSB No.: 034 212

Bank Acc. No.: 185647

Identifier: Parent Code

### Account Queries

Any query with a School Account should be immediately notified to School administration to enable staff to clarify information or rectify errors. Email: [accounts@cathedral.qld.edu.au](mailto:accounts@cathedral.qld.edu.au)

## 6. REFUND POLICY

This Refund Policy outlines refunds applicable to all course fees paid to the school on behalf of international students. It does not include fees for services paid to education agents.

### Payment of Fees

- Fees are payable according to The Cathedral School's Schedule of Fees and Conditions for Payment of School Accounts for International Students.
- All fees must be paid in Australian dollars.
- An itemised list of fees is included in the Written Agreement, as per NC Standard 3.3.4.

## Payment of Refunds

- a. A refund may be payable in the case of student default or provider default. See below for specific circumstances.
- b. Any application for refund must be made in writing and submitted to the Principal.
- c. Refunds will be paid to the person who signs the Written Agreement with the school, unless the school receives a written request from this person to pay the refund to someone else.
- d. Refunds will be paid in Australian dollars and sent to the applicant's home country, unless requested otherwise in writing.
- e. The Application Fee is non-refundable.

## Student Default – Prior to commencement of course

- a. If the student provides evidence of visa refusal and cannot undertake the course, the school will refund the total amount of pre-paid course fees within four weeks of receiving a written claim from the parent guardian.
- b. If the student does not commence the course, but gives at least 10 weeks' notice of withdrawal from the course, the school will retain the application fee and refund all pre-paid course fees within four weeks of receiving a written claim.
- c. If the student does not commence the course, and gives less than 10 weeks' notice of withdrawal from the course, the school will retain the Application Fee and one term's (50% of semester) tuition fee and will refund the balance of the pre-paid course fees within four weeks of receiving a written claim.

## Student Default – After commencement of course

- a. If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course that has elapsed at the time of notification of visa refusal. The school will refund any unused tuition fees\* within four weeks of notification of

student default. *\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refunds) Specification 2014).*

- b. Once the student has commenced the course, a minimum of 10 weeks' notice of withdrawal is required. If this notice of withdrawal is provided, a full refund of any unspent course fees will be made within four weeks of receiving a written claim.
- c. If a student withdraws from the course with less than 10 weeks' notice, or fails to commence the course but does not provide any notice, then one term's (50% of semester) tuition fee will be charged. The balance of any pre-paid course fees will be refunded within four weeks of receiving a written claim.
- d. No refund will be payable if the student's enrolment is terminated for any of the following reasons:
  - › Failure to maintain satisfactory course progress (Visa condition 8202) in accordance with the School's policy.
  - › Failure to maintain satisfactory attendance (Visa condition 8202) in accordance with the School's policy.
  - › Failure to maintain satisfactory accommodation and welfare arrangements (Visa condition 8532) in accordance with the School's policy.
  - › Failure to pay fees in accordance with the School's policy.
  - › The student's behaviour has violated School Rules.

## Provider Default

- a. If the school is unable to provide the course at the school on the agreed starting day, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused course fees will be made within 14 days of the agreed starting day.
- b. If for any reason the school is unable to continue offering a course after the student commences a course, and

the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused course fees\* will be made within 14 days of the school's default day.

*\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification) 2014.*

<http://www.comlaw.gov.au/Details/F2014L00907>

- c. In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

## Definitions

**Tuition fees** – fees directly related to the provision of the student's course (See Schedule of Fees for an itemised list).

**Non-tuition fees** – fees not directly related to provision of the student's course (See Schedule of Fees for an itemised list).

**Course fees** – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake a specific CRICOS Registered course.

**Total fees** – the sum of all tuition fees and non-tuition fees received by the school in respect of the student in order for the student to complete their study program.