



2024 Schedule of Fees and Levies

Updated as at 12 December 2023

A Catholic **Co-educational Secondary College** – Year 7 to Year 12



Introduction

At Sophia College we aim to provide a quality education for all students, but as a non-government school, we do not receive sufficient grants from the Commonwealth and State governments to cover all our running costs. Therefore, in order to maintain our commitment to excellence, it is necessary for us to charge fees and levies.

There are three main factors that have influenced Sophia College's fees and levies for the upcoming academic year:

1. **New Government Funding Model:** a new government funding model has been implemented, which determines our school's fees based on student needs and calculated on a Direct Measure of Income (DMI) score. This approach ensures a fair and equitable distribution of fees, making education more accessible to all.
2. **Review of Sibling Discount:** In the interest of consistency across all Brisbane Catholic Education schools, there has been a review of the sibling discount. While we understand that this adjustment may impact some families, we believe it is essential to ensure fairness and uniformity within our educational community.
3. **Increase in Staffing and Education Expenses:** To maintain our commitment to providing high-quality education, it is crucial to invest in our teachers, support staff, resources, and infrastructure. These additional expenses are necessary to enhance the learning experience and ensure that our students receive the best possible education.

Confirmation of Enrolment Deposit

As part of our enrolment process, a non-refundable deposit of \$100.00 is required when the enrolment of the student is confirmed. Please note that this deposit is an administration fee and will not be credited off the family account.

To make the Confirmation of Enrolment deposit payment, we have streamlined the process for your convenience. You can easily complete the payment by following these steps:

1. Visit our college website at www.sophiacollege.qld.edu.au
2. Click on the "Enrol" tab.
3. Select "Enrolment Criteria Process/Enrolment Process/Point 4."
4. You will be directed to the payment page where you can securely submit your deposit.

We highly recommend making the payment through our website as it ensures a smooth and efficient processing of your enrolment confirmation. Should you encounter any difficulties during the payment process, please feel free to contact our Enrolment Officer for assistance.

Please note that the Confirmation of Enrolment deposit is a necessary step to secure your child's place at our college. Failure to submit the deposit within the designated timeframe may result in the forfeiture of the enrolment offer.

If you have any further questions or require additional information, please do not hesitate to reach out to us. We are here to support you throughout the enrolment process.

Schedule of Fees and Levies

Payment of the School Fee and Levy account can be by regular instalments. All payment plans must be finalised by the end of November.

We understand that some families may face genuine short-term or long-term financial difficulties that make it challenging to meet tuition fees. Our commitment is to support these families to ensure that their child's



enrolment is not compromised. We invite you to review our concession policy for comprehensive information on the concession application process.

We encourage families facing financial challenges to initiate a conversation with our Business Manager at their earliest convenience. Our aim is to work collaboratively to find solutions that alleviate the burden and uphold the educational opportunities for all students in our school community.

Fees and Levies collected at Sophia College are used for the following purposes which are aligned to the Vision and Mission of the College:

Tuition Fee	This levy is set by Brisbane Catholic Education and the College Finance Committee. Tuition generates income to offset administrative and running costs of the College.
Capital Levy	To cover loan repayments on the Building Program and general maintenance and upkeep of the College.
Parents and Community Levy	To support the work of parents and the community within the College
Curriculum and Resource Levy	This levy covers costs such as (but not exhaustive) – except were indicated below in <i>additional charges</i> : <ul style="list-style-type: none"> • College Yearbook • Library resources • Student ID card and diary • Locker padlock and ongoing maintenance • Reports • Pastoral activities • Subject costs • Sports & Excursions (excludes co curricular) • Class competitions • Teaching and class consumables • Laptop • Textbook hire scheme • Computer and peripheral hardware • Computer software/IT support • Retreats and Guest Speakers
Yr 7 Camp	As part of building partnerships it is compulsory for all Year 7 students to attend camp. Families will be charged in Term 1. <i>Any student not attending camp will be required to have a medical certificate to have any refund processed.</i>
Yr 9 Development Days (replacing Yr 9 camp)	Year 9 students will be participating in several different development days and retreat experiences throughout the year, which will attract additional charges. Families will be charged in Term 1.
Laptop Bag	All new students to the College will be provided and charged for a laptop bag to ensure the protection of their College laptop.

Additional Charges

The following items are some examples of activities that will be charged as additional costs to your fees and levies:

- Replacement and Repairs to damaged laptops
- End of Year Activities e.g. Wet n Wild Excursion
- Japanese Excursion
- Co-curricular Sport
- Kokoda
- Co-curricular Performing Arts
- Choir/Music Lessons



First Child

Year	Tuition Fee	Curriculum & Resource Levy	Capital Levy (per family)	Parents & Community Levy (per family)	Laptop Bag (any new student)	Camp/ Development Days	Total (per year)
7	\$1500.00	\$1375.00	\$750.00	\$50.00	\$35.00	\$400.00	\$4110.00
8	\$1500.00	\$1375.00	\$750.00	\$50.00			\$3675.00
9	\$1500.00	\$1375.00	\$750.00	\$50.00		\$200.00	\$3875.00
10	\$1500.00	\$1375.00	\$750.00	\$50.00			\$3675.00

Second Child

Year	Tuition Fee	Curriculum & Resource Levy	Laptop Bag (any new student)	Camp/ Development Days	Total
7	\$1128.00	\$1375.00	\$35.00	\$400.00	\$2938.00
8	\$1128.00	\$1375.00			\$2503.00
9	\$1128.00	\$1375.00		\$200.00	\$2703.00
10	\$1128.00	\$1375.00			\$2503.00

Third Child

Year	Tuition Fee	Curriculum & Resource Levy	Laptop Bag (any new student)	Camp/ Development Days	Total
7	\$752.00	\$1375.00	\$35.00	\$400.00	\$2562.00
8	\$752.00	\$1375.00			\$2127.00
9	\$752.00	\$1375.00		\$200.00	\$2327.00
10	\$752.00	\$1375.00			\$2127.00

Fourth Child

Year	Tuition Fee	Curriculum & Resource Levy	Laptop Bag (any new student)	Camp/ Development Days	Total
7	\$376.00	\$1375.00	\$35.00	\$400.00	\$2186.00
8	\$376.00	\$1375.00			\$1751.00
9	\$376.00	\$1375.00		\$200.00	\$1951.00
10	\$376.00	\$1375.00			\$1751.00

Sibling discounts only apply for children from the same family who are enrolled at Sophia College.

Please note:

In accordance with the College's code of conduct, it is imperative that students adhere to established behavioural expectations. Should a student's behaviour fall short of these expectations, families will be promptly notified. It is important to note that in such cases, no refunds will be applied, as adherence to the College's code of conduct is a fundamental aspect of the enrolment agreement. This policy ensures a conducive learning environment and fosters a sense of responsibility among students for their actions while enrolled at Sophia College.

School fees and levies are the financial charges that all families are required to pay for their child's education at a school.



These fees cover various aspects of the educational experience and the school's operational costs. A breakdown of how the fees and levies are generated and managed is as follows:

Billing Periods:

The fees and levies are generated each term, and families receive an emailed statement outlining the charges. There are typically four billing periods in an academic year, corresponding to each term.

Payment Due Dates:

Fees are typically due within 14 days from the day of issue of the statement. It is important for families to pay the fees by these dates, unless they have arranged an approved payment plan with the school.

It is essential for parents to review the emailed statements carefully, understand the breakdown of charges, and make the necessary payments by the specified due dates.

If they have any concerns or difficulties in paying the fees, it is advisable to communicate with the school finance office and discuss the possibility of setting up an approved payment plan.

Annual Fee Discount:

If families choose to pay the annual fees in full by the end of February, a 5% discount will be applied. *This discount applies only to the family tuition fee component and not to other charges or levies.*

Methods of Payment

Families are invited to pay their College account via one of the following methods of payment:

- BPAY, Direct Debit or Credit Card – please contact the Finance Office for information to set up via these methods of payments;
- BPOINT - Online via Mastercard/Visa card through the College website by clicking the Enrolment tab, Enrolment Criteria Process and selecting 'Bpoint'
- EFTPOS – Debit and Credit Cards at the College Finance Office
- Qkr! by Mastercard



The College does not accept payment by cash and cheque.

Extension of Payments

We understand that managing financial obligations can be challenging, and we want to provide you with flexibility and convenience in meeting your payment obligations.

Parents are able to set up a payment plan for the School Fee and Levy account. This means that you can pay the fees in smaller, manageable instalments over a designated period.

If you are interested in availing this option, we encourage you to reach out to our finance staff at your earliest convenience. They will be able to provide you with further information about the payment plans available and guide you through the process.

If your family is experiencing financial difficulties and you believe you may be eligible for a concession, please refer to our policy for information on the concession application process.



Our College aims to support families in need, and we want to ensure that every student has access to quality education.

We encourage you to discuss this matter with the Business Manager as soon as possible, as they will be able to provide personalized assistance and address any specific concerns you may have.

Text Hire

As part of the textbook scheme, students are issued with textbooks and resources at the beginning of the school year or as required throughout the year, in either print or digital format. We kindly request that you review and understand the following terms and conditions, which your child agrees to when participating in the hire scheme:

1. Responsibility for Print and Digital Items:
 - Students are responsible for ALL PRINT AND DIGITAL TEXTS AND EQUIPMENT issued in their name through the textbook hire scheme.
 - In the event of damage, loss, or theft of print items or equipment, students will be expected to pay the full replacement cost.
2. Return of Print Books and Equipment:
 - All books and equipment obtained through the hire scheme must be returned to the College BEFORE the student leaves school each year.
 - If any print books or equipment have been lost, stolen, or damaged beyond reasonable wear and tear, the family will be charged for the cost of replacement. This payment must be made in full before the student leaves the school.
3. Ineligibility for Borrowing:
 - Any student who has outstanding print books or equipment from the previous year will be ineligible to borrow from the hire scheme until all outstanding responsibilities have been met.
4. Responsibility for Digital Versions:
 - All students are responsible for the digital versions of textbooks.
 - At the end of each school year, students must remove the digital versions of textbooks from their digital devices.

We kindly request that you discuss these terms and conditions with your child to ensure their understanding of their responsibilities. By participating in the Text Hire Scheme, your child will have access to the necessary resources for their studies while attending Sophia College.

If you have any questions or concerns regarding the Text Hire Scheme or its terms and conditions, please don't hesitate to contact the school administration.

Exiting Students

When a student leaves the College, it is important to provide written notification to the Principal at least four weeks in advance of the student's departure.

Written notification should be forwarded to the Principal, indicating the intended date of departure and any relevant details. This notification period allows the College to make necessary arrangements and adjustments.

At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the College during the term. Please note that any adjustments made will be determined on a case-by-case basis.



Additionally, we kindly request that all student textbooks, library books, laptops, and their accessories (such as locks and ID cards) be returned to the College upon the student's departure. If any of these items are not returned or are in need of repair, a replacement cost will be charged to the family and reflected in the final statement.

Furthermore, any outstanding fees should be settled as per the normal payment terms. If there are any fees in credit, they will be refunded to the appropriate parties.

We appreciate your cooperation in following these procedures, as they help ensure a smooth transition for all parties involved. If you have any questions or require further clarification, please do not hesitate to contact the College administration.