



## 2023 FEE SCHEDULE AND INFORMATION

### SCHOOL FEES

Each year the College Board determine fees after considering the needs of the College to provide exemplary and inspiring Catholic education whilst managing the cost to parents.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
<b>General Tuition Fee</b>	\$14,259	\$14,525	\$14,822	\$15,013	\$15,183	\$15,927
<b>Non Tax Deductible Capital Fee</b> (per family)	\$2,646	\$2,646	\$2,646	\$2,646	\$2,646	\$2,646
<b>TOTAL SCHOOL FEE DUE</b>	<b>\$16,905</b>	<b>\$17,171</b>	<b>\$17,468</b>	<b>\$17,659</b>	<b>\$17,829</b>	<b>\$18,573</b>

Compulsory School Fees consist of a General Tuition Fee and a Capital Fee.

**General Tuition Fees** per student are structured to include all compulsory curriculum costs, College camps, retreats, reflection days, and extended learning activities along with all entry fees and other related costs required in the delivery of education.

**Capital Fees** are charged per family. This charge is used to offset all Capital related expenditure of the College each year and is *not* tax deductible. Only donations to the College Building Fund or College Scholarship Fund are tax deductible.

The College employs a Bring Your Own Device (BYOD) program to support the learning needs of students. Students are able to bring their own device from home, or can purchase one from a retailer of their choice or through the College's partnership with CompNow. All devices must meet minimum specification requirements.

The General Tuition Fees and Capital Fees are invoiced in line with parents/guardians' nominated payment plan. Students admitted to the College during the school year are charged fees on a pro rata basis.

### PROCEDURE STATEMENT

The annual setting of school fees is the responsibility of the College Board after annual recommendation from the Finance Committee. The fee-setting process will take into consideration and reflect the required level of finance to maintain excellence in education as well as the overall socio-economic status of the school community. External factors such as government funding and internal factors such as employment costs and required capital investment are major considerations when determining an appropriate level of school fees to be charged to families.

Fee structures and billing procedures will be kept as simple and streamlined as possible. These structures and procedures will be communicated to current and prospective parents via the Annual Fee Information available on the Siena Central Parent Portal and College website.

Instructions on how to use Siena Central can be found on the College website: [www.siena.vic.edu.au/news-and-events/parent-video-tutorials](http://www.siena.vic.edu.au/news-and-events/parent-video-tutorials)

### DISCOUNTS

#### Sibling Discount

A Sibling Discount is offered to families with more than one daughter enrolled at the College concurrently. The following discounts apply to **General Tuition Fees** only:

- Second daughter 5%
- Third daughter 10%
- Fourth and subsequent daughters 50%



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### Upfront Payment Discount

An offer is extended to all current and incoming families to elect to pay the following year's fees in advance. Payment of the annual school fees in full by the designated due date will receive an upfront payment discount of 4%, which is subject to annual review.

### PAYMENT TERMS AND CONDITIONS

Siena College provides parents with the following instalment options for the payment of school fees:

- **Upfront annual payment** which attracts a 4% fee discount if paid before the designated due date. The upfront payment discount is approved by the College Board each year
- **Instalment payments**, including quarterly, monthly, fortnightly, and weekly payments to be arranged via the College's payment partner, Edstart. Visit [edstart.com.au/siena](http://edstart.com.au/siena) to set-up your Edstart Plus account which is free for Siena College families to use, with no interest charges or transaction fees. Edstart is the preferred payment method for Siena College

Parents/Guardians are able to select their preferred payment plan via Siena Central during the nominated payment plan selection period. The Finance Office can be contacted on 9835 0220 for any queries.

Families paying in instalments via Edstart will be issued four quarterly statements prior to the commencement of each school term. Parents/Guardians are required to observe and honour the payment due dates as indicated on school fee statements issued by the College unless alternative arrangements have been made with the Finance Office.

Annual statements will be issued at the commencement of Term 1 for families opting to pay upfront.

### METHODS OF PAYMENT

#### Upfront Annual Payments

Annual fees and other charges can be paid via Siena Central. The College administers all credit card transactions in accordance with privacy and banking legislation.

The 'Payment Plan' module of the Finance dashboard will be open for a period of two weeks towards the end of each school year for parents/guardians to select their preferred payment plan for the following school year. Parents/Guardians will be advised of these dates by the College. The 'Make a Payment' module will remain open all year for families to make once-off payments for additional charges (e.g. music lessons, overseas trips, etc.), using credit or debit cards.

Annual School fees can be paid by the following methods:

- **Credit card payment (MasterCard and Visa):** either via automatic payments set up during the payment plan selection window towards the end of each year, or via the 'Make a Payment' module on the Finance dashboard of Siena Central
- **Direct Debit payment from your nominated bank account:** this must be set-up during the payment plan selection window towards the end of each year
- **BPAY:** using a Net Bank facility to transfer funds using the Siena College Biller Code of 14852 and the Reference Number as detailed on your Annual School Fees Notice or Fee Statement
- **Cheque:** made payable to Siena College and returned to the Finance Office attached to your Annual School Fees Notice or Fee Statement
- **EFTPOS/Cash:** the College has debit and credit card payment facilities available at College Reception

The College's preferred methods of payment for annual payment of fees are credit card and direct debit payments administered by the College, set up during the payment plan selection window. Credit card information and nominated bank account details for direct debit payments can be securely entered on Siena Central via the Finance dashboard. The Finance Office can be contacted on 9835 0220 for assistance with entering this information.



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### **Instalment Payments**

All instalment payments are payable through Edstart via direct debit, debit/credit card or BPAY. Edstart is the College's preferred payment method and Edstart Plus is free for Siena College families to use. For more information, visit [edstart.com.au/siena](http://edstart.com.au/siena)

### **OPTIONAL ACTIVITIES, MUSIC ACCOUNTS AND OTHER CHARGES**

These charges are invoiced throughout the year and costs are advised prior to registering for nominated activities. Statements will be emailed to parents/guardians and published on your Siena Central Finance dashboard. Examples of these optional activity charges include instrumental music lessons, national or overseas trips, padlock fees, canteen vouchers and student ID card replacement charges.

If you have elected to have your school fees automatically charged to your credit card or directly debited from your nominated bank account, these optional charges will be added to your next fee instalment – you will be notified via email prior to payment being automatically processed.

It is the College's position that participation in optional activities involving significant expense, such as the Instrumental Music Program, national or overseas trips, is conditional on the tuition fees being paid up to date.

### **NON PAYMENT OF SCHOOL FEES**

The College Board endeavours to assist parents as much as possible by minimising the impact of fee increases, however, to maintain this position parents are urged to ensure fees are paid promptly.

As both parents/guardians are required to sign the confirmation of enrolment, it is expected that arrangements for payment of school fees will be honoured. It is not the role of the College to pursue parents individually for payment.

Fees are strictly due and payable by the due dates listed on issued fee statements. Where school fee accounts are in arrears (or an approved payment plan is not adhered to), a student will not be permitted to undertake cocurricular activities such as music or participate in optional trips and tours. The Principal reserves the right to refuse to allow student to either commence a new term, or to remain at the College, while any fees or charges remain unpaid.

When fees are in arrears, written, electronic or telephone contact will be made with parents/guardians by the Siena College Finance Office. Records will be maintained of all communications with parents/guardians regarding fee accounts. Every effort will be made to ascertain the ability of parents/guardians to pay outstanding fees and payment plans will be negotiated where appropriate.

Procedures to enable the collection of outstanding school fees will be enacted when parents/guardians who appear to have the capacity to pay fees refuse to do so, or when parents/guardians consistently refuse to engage in good faith discussions regarding their financial situation. Where no evidence of hardship or special circumstances can be substantiated, Siena College may engage a recognised debt collection agency or issue a solicitor's letter. Parents/Guardians will be responsible for any consequential costs incurred in connection with the attempted collection of outstanding school fees.

Failure to reach satisfactory arrangement from the debt collection process will be followed by the initiation of legal action and the seeking of judgement against the party or parties involved. Legal action involving the court system will be sought as a last resort for the collection of outstanding school fees.



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### ENROLMENT

#### Application for Enrolment

Applications for entry to Siena College from Year 7 to 12, must be submitted using the Application for Enrolment Form on the College website. A non-refundable Application Fee of \$220 is payable when the application is lodged with the College. The student's name will be registered as the Applicant following the receipt of the completed Application for Enrolment Form and the Application Fee.

Enrolment applications for Year 7 to 12 are subject to the outcome of an interview conducted by the Head of Admissions and the Deputy Principal Wellbeing and Strategy.

#### Confirmation of Enrolment

Following the application process, and subject to the College Enrolment Policy and position availability, a formal offer will be made. Parents/Guardians are then required to sign and return the acceptance offer for their child with a non-refundable confirmation fee of \$1,000. The person/s signing the Acceptance Agreement is/are completing an agreement to abide by the Siena College Fees Policy Terms and Conditions and Business Regulations. The College Enrolment Offer includes an agreement on payment of fees and acceptance of College policies.

In order to forecast the following year's budget and related staffing needs, parents of current students will need to confirm enrolment for your daughter/s on Siena Central. A reminder email will be forwarded to all parents at the end of Term 3 each year. Data from this form will enable the College Timetabler to assign students to classes for the following year in advance. Parents/Guardians who indicate that a student is not returning need to follow the procedure as set out below under Student Withdrawal from the College.

### STUDENT WITHDRAWAL FROM THE COLLEGE

It is a condition that a **minimum of one term's notice**, presented in writing and addressed to the Principal, be submitted to [admissions@siena.vic.edu.au](mailto:admissions@siena.vic.edu.au) where a student is to be withdrawn from the College. The College is entitled to recover a term's fees calculated from the date of acceptance by the Principal.

### VOLUNTARY BUILDING AND SCHOLARSHIP FUND CONTRIBUTIONS

As a Catholic secondary school in the Dominican tradition, we are grateful for the generosity of our parents, alumnae, staff, students and friends of Siena College who support our vision for now and the future. The Siena College community makes a difference through Annual Giving, Bequests, Capital Appeals and our Equity Scholarship Fund. Every gift, no matter how large or small, is valued and appreciated.

Families may choose to donate to the College Building Fund to support the building program or to the College Scholarship Fund to support the provision of equity-based scholarships. Your support of equity-based scholarships will enable girls who would otherwise be unable to attend Siena College to become a part of our College community.

The Siena College Building Fund and the Siena College Scholarship Fund are endorsed as deductible gift recipients (DGR) under Subdivision 30-BA of the Income Tax Assessment Act 1997. All donations (\$2 or more) to the Building Fund and the Scholarship Fund are eligible for a tax deduction via the donor's annual income tax return.



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### SPECIAL CONSIDERATIONS

#### **Staff Discounts**

As a general principle, staff employed at Siena College will be provided a discount for enrolment of their daughter/s at Siena. This is reviewed annually and will take Fringe Benefits Tax implications into consideration.

#### **Fee Variation for Financial Hardship**

The Board of Siena College recognises and support families who are suffering genuine financial hardship. The Application for Fee Variation process is a confidential, fair and equitable system that considers all factors in the assessment, including but not limited to household income, assets and other liabilities and commitments. All applications for fee variation will be assessed by the Head of Finance and Services and where it is deemed appropriate, a suitable concession to school fees may be applied.

#### **Payment of Fees in Advance (Multiple Years)**

Siena College offers families the option to pay multiple years' fees in advance. Payment of multiple years' fees in advance is accepted with the following provisions:

- Fees quoted will be the Board approved fee schedule by year level for the following year. Fees quoted include General Tuition Fee, Capital Fee and any further applicable charges.
- The percentage discount offered for one year's payment in advance is not applicable for payment in advance over multiple years.
- There will be no further annual fee increases invoiced in subsequent years.
- Families will be required to pay for additional/extra-curricular charges such as music tuition and overseas trips.

In the event that your daughter's enrolment ceases at Siena College during the multiple-year prepayment period, a pro-rata refund will be calculated from the beginning of the next term after her exit.

#### **Holding Fees**

In the event that a place is held for a student who has an approved extended absence from the College, the following criteria and ruling will be applied:

- If the absence is for one term or less, there is no reduction to school fees payable.
- If the absence is for more than one term, a holding fee (non-refundable) will be charged and a reduction of a pro-rata amount equivalent to the length of absence will be calculated and applied.

#### **Split Family Fee Accounts**

Family fee accounts will only be split on the condition that both parents/guardians sign a declaration of joint and several liability for Siena College school fees. This declaration can be provided by the College upon request. Following the receipt of the signed declaration by both parties, Siena College will undertake to split the family fee account.

#### **VCE over Multiple Years**

In the event that a student has an approved extended time to complete VCE studies, a pro-rata amount of school fees will be calculated on the basis of number of subjects enrolled in per year.