



24 October 2023

Dear Parents

Thank you for your ongoing support of The Springfield Anglican College throughout 2023; our 25<sup>th</sup> Anniversary year. Our primary focus is always our students, staff and families and we continue to look for ways to enhance the learning experiences for your children.

During 2023 construction of the Sports Centre, Sports Centre Car Park and Primary Amenities refurbishment projects commenced. The refurbished Primary Amenities project will be completed for the commencement of the 2024 school year, while it is anticipated that construction of the Sports Centre and Sports Centre Car Park will be completed mid Term 4, 2024. The College acknowledges grants from the Queensland State Government of \$1,000,000 towards the Sports Centre, \$190,000 towards the Sports Centre Car Park and \$48,000 towards the Primary Amenities Refurbishment.

Throughout 2023 the continuing increase in interest rates and cost of living expenses are impacting individuals, families and sectors across the country, including education.

The College Council understands the significant financial commitment our families make to the education of their children, and we have been responsive to this throughout the period of the pandemic through cautious stewardship. The College Council's priority is to achieve a high standard of educational offerings at the most competitive fee cost possible, whilst ensuring that our staff are resourced appropriately to deliver increasing value of our curricular and co-curricular programs. Changes to the funding model for Independent Schools will also have a substantial impact on the College going forward. To ensure our high standard of service and education continues within this difficult economic climate, it is necessary to increase our College fees and levies and we remain very mindful of the impact that this carefully considered decision will have on our families.

Information on College fees, fee collection policies and procedures and details of levies and ancillary charges for 2024 are attached. These details are also available on the College website at [www.tsac.qld.edu.au](http://www.tsac.qld.edu.au).

On behalf of The Springfield Anglican College Council, I wish you all a happy, safe and Holy Christmas and look forward to welcoming you back in 2024.

Yours faithfully

Michael Willis  
Chair of Council



24 October 2023

Dear Parents and Guardians,

### Fees for 2024 College Year

Please find below, information outlining the College's 2024 fees and associated payment options.

#### IMPORTANT DATES FOR THE YEAR AHEAD

<b>MONDAY, 22 JANUARY 2024</b>	<b>ANNUAL FEES DUE BY CLOSE OF BUSINESS (TO RECEIVE THE 2.5% DISCOUNT). DISCOUNTS WILL NOT BE APPLIED WHEN PAYMENT IS RECEIVED AFTER THIS DATE.</b>
Monday, 22 January 2024	Term 1 fees due <b>by close of business</b>
Tuesday, 16 April 2024	Term 2 fees due <b>by close of business</b>
Tuesday, 9 July 2024	Term 3 fees due <b>by close of business</b>
Tuesday, 1 October 2024	Term 4 fees due <b>by close of business</b>

#### FEES

The College's education programs and facilities are funded by College fees and are highly dependent upon accounts being paid on time. Accordingly, parent support in making payment of College fees a priority is requested and appreciated.

**Tuition fees will be billed to parent accounts once per term unless parents opt to pay upfront for the full year.** Parents can opt to pay for the full year by emailing [finance@tsac.qld.edu.au](mailto:finance@tsac.qld.edu.au) and requesting an account for the full year. Charges for miscellaneous costs, such as consumables, will be added as incurred. Lost or damaged library books are to be replaced at the replacement value of the book, and the charge will be included on the parent fee account. These additional charges, if any, are payable by the applicable due date of each term.

Statements will be issued for each term in January, April, July and September. Statements will be published online, on Parent Lounge. This can be accessed through the College website or via Nexus, connecting to the Parent Lounge. An email will be sent to parents advising when statements have been published. For those who don't already have access to Parent Lounge, you can register by emailing [helpdesk@tsac.qld.edu.au](mailto:helpdesk@tsac.qld.edu.au). You will receive a reply with a username and password to access the portal within three business days.



## TIMING OF PAYMENTS AND DISCOUNT ENTITLEMENTS

The College offers the following options:

**Full Year Payments:** The 2.5% discount (excluding Kindergarten fees) for annual payment only applies if the full year's tuition is received by the College before the close of business on 22 January 2024, the first day of Term 1. No extension of this payment date can be made available.

Accounts will be billed for the full amount, and the discount will be deducted from the account upon receipt of payment. The annual discount will be calculated after sibling discounts are applied. Prepayment of fees for more than one year is possible; please contact the College Finance Department for further details about discounts available.

**Term in advance:** Fees are due and payable at the commencement of each term. Payments should be made directly to the College via Parent Lounge, BPay, Cash, or Credit Card. Please note a late payment charge of \$50.00 will be applied if payment is not received by the due date.

**Monthly, fortnightly and weekly payments (payment plans):** If you prefer not to pay the invoice in full, you can easily pay your fees across weekly, fortnightly or monthly payments. Edstart powers our payment plans at no cost to you. Please visit [edstart.com.au/tsac](https://edstart.com.au/tsac) to set up your instalment plan.

## PAYMENT METHODS

The College accepts the following payment methods to facilitate the prompt payment of fees:

- Parent Lounge** PayWay payments can be made via credit card (Visa or Mastercard) online through our secure TASS Parent Lounge portal. This can be accessed through the College website or via Nexus, connecting to the Parent Lounge. To make a payment, click on the Pay Account link option in the toolbar in Parent Lounge and then follow the prompts. For those who don't already have access to Parent Lounge, you can register by emailing [helpdesk@tsac.qld.edu.au](mailto:helpdesk@tsac.qld.edu.au). You will receive a reply with a username and password to access the portal in approximately three business days.
- BPay** Payments may be made via the BPay system. All College parent accounts are BPay ready. Your biller code (120766) and reference number are located on your statement of account.
- EFTPOS** EFTPOS payments can be made by visiting reception at the Secondary Campus between 8.00am and 4.00pm weekdays.
- Credit Card** The College accepts EFTPOS, VISA and Mastercard payments. American Express and Diners Card is not accepted. Credit Card payments can be made by visiting reception at the Primary or Secondary Campuses or by phoning the Finance Department on (07) 3814 8136.



**Edstart PayPlus** Edstart allows you to pay your College fees in weekly, fortnightly or monthly instalments. The College will absorb the transaction fee so that Edstart Pay+ is free for families to use. Please note, in providing information about Edstart, the College does not provide any recommendations, brokering or advice services. The College does not receive referral fees or commissions from Edstart.

**Centrepay** Centrepay deductions is a free direct bill paying service available to parents who receive a Centrelink payment. Please contact the College Finance Department or Centrelink if you would like more details, or the Human Services website – [humanservices.gov.au/Centrepay](http://humanservices.gov.au/Centrepay) for more information.

#### **LATE PAYMENT OF FEES**

It is imperative that tuition fees are paid by the due date to ensure the College can continue to maintain high quality education standards for students. If the account remains unpaid, the following may occur:

- Your child's enrolment may be cancelled at the discretion of the Principal, re-enrolment of the student may be withheld, or the student may be suspended until all fees are paid. No reduction in fees will be given for such a period of suspension.
- Action to recover the outstanding amount may follow, and you will be responsible for all additional legal and collection charges incurred to settle the account.

**It is College Policy to charge a monthly Administration Charge of \$50.00 on those accounts that are in arrears, to cover our administration and collection costs.**

The College does acknowledge that situations arise that cause financial hardship. Parents are urged to ensure accounts are paid on time but, where necessary, advice and reason for delay in payment should be communicated to the College Finance Department by telephoning (07) 3814 8136, or emailing [finance@tsac.qld.edu.au](mailto:finance@tsac.qld.edu.au)

Please note that parents/guardians will not be permitted to enrol their children in extra-curricular College activities which involve a significant cost, unless the agreed College fees have been paid. Any scholarships awarded may be forfeited and will become immediately due and payable where fees are not paid in full by the due date.

#### **WITHDRAWAL OF A STUDENT PRIOR TO THE END OF YEAR 12**

As the College makes plans for resources for students and teachers, it is essential if a student is to leave the College, that parents to provide written notice to the College Enrolment Officer;

- No later than the first day of the term at the end of which the student intends to leave, or
- No later than the first day of the immediately preceding term, if the student intends to leave during a term.

Parents who do not provide sufficient notice of exit will be liable to pay or forfeit (as the case may be), to the College one term's fees and charges in lieu of notice.



## CONFIDENTIALITY

The College agrees to the Australian Privacy Principles as set out in the Privacy Act (Cth) 1988 (as amended 2012). Further details are available in the College's Privacy Procedure, located on the College's website. [www.tsac.qld.edu.au](http://www.tsac.qld.edu.au)

## FAMILY DISCOUNTS

Acknowledging the cost burden for parents of more than one student at the College, we continue to offer sibling discounts. Please note, however the eldest child concurrently attending will always be levied 100% of the standard fee, unless in receipt of a scholarship (and sibling discounts will not apply where one child is in receipt of a scholarship).

## KINDERGARTEN FEES

The Tiny Tartan's Kindergarten is participating in the Queensland Government's Free Kindy program, which provides a free 600-hour part-time Kindy program to eligible students.

From January 2024, Kindergarten will be free for all eligible-aged children who attend the part-time program at The Tiny Tartan's Kindergarten. To be eligible:

- Your child must have turned 4 by 30 June in the year in which they are enrolled.
- The funding is provided by the Queensland Government and can only be claimed once for each eligible child. If your child is attending more than one Kindergarten service, you will need to select which service is to receive the funding - it cannot be claimed from both.

Students who are enrolled on a full-time basis pay a fee, as indicated in the fee schedule, for the additional hours. The full-time fee is inclusive of the 600-hour free part-time Kindy program.

Tuition fees apply and shall be charged for students who are pre-age, or who undertake a 'free' Kindy program with another service. Please contact the College for further details on these fees should they be applicable to your circumstances.

Please do not hesitate to contact the Finance Team should you have any queries or require any assistance with your 2024 fees.

Yours sincerely,

Mrs Jackie McComb

Business Manager



# Fee Schedule

## 2024

### DOMESTIC

#### ENROLMENT AND APPLICATION FEES

Enrolment Application Fee	\$100.00 per student
Enrolment Confirmation Fee	\$350.00 per student
Family Enrolment Fee	\$350.00 per family

#### DUE DATES FOR PAYMENT OF FEES

TERM 1	22 January 2024
A 2.5% discount applies upon payment of full year's tuition fees on or prior to this date (excluding Kindy)	
TERM 2	16 April 2024
TERM 3	9 July 2024
TERM 4	1 October 2024

#### KINDERGARTEN

	PER TERM	PER YEAR
5-day fortnight (part-time)	Free <i>please see important note below</i>	Free <i>please see the important note below</i>
10-day fortnight (full-time)	\$2,625.00	\$10,500.00
Capital Levy	\$105.00	\$420.00

**Important note:** Tuition fees apply for pre-age students undertaking the five-day fortnight (part-time) program, and for students who undertake a 'free' Kindergarten program with another service. Please contact the College for further details on these fees.

#### PREP

	PER TERM	PER YEAR
Tuition Fee	\$2,095.50	\$8,382.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$53.50	\$214.00
Co-Curricular Levy (if applicable)	\$20.00 per term, per activity	

#### YEAR ONE

	PER TERM	PER YEAR
Tuition Fee	\$2,095.50	\$8,382.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$53.50	\$214.00
Co-Curricular Levy (if applicable)	\$20.00 per term, per activity	



#### YEAR TWO

	PER TERM	PER YEAR
Tuition Fee	\$2,095.50	\$8,382.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$53.50	\$214.00
Instrumental Music Hire Levy (if applicable)	\$61.75	\$247.00
Co-Curricular Levy (if applicable)	\$20.00 per term, per activity.	

#### YEAR THREE

	PER TERM	PER YEAR
Tuition Fee	\$2,095.50	\$8,382.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Instrumental Music Hire Levy (if applicable)	\$61.75	\$247.00
Co-Curricular Levy (if applicable)	\$20.00 per term, per activity.	

#### YEAR FOUR

	PER TERM	PER YEAR
Tuition Fee	\$2,404.00	\$9,616.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 4 Camp	Charged in full, Term 1	\$455.00
Instrumental Music Hire Levy (if applicable)	\$61.75	\$247.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR FIVE

	PER TERM	PER YEAR
Tuition Fee	\$2,404.00	\$9,616.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 5 Camp	Charged in full, Term 1	\$455.00
Instrumental Music Hire Levy (if applicable)	\$61.75	\$247.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR SIX

	PER TERM	PER YEAR
Tuition Fee	\$2,404.00	\$9,616.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 6 Camp	Charged in full, Term 1	\$455.00
Instrumental Music Hire Levy (if applicable)	\$61.75	\$247.00
Co-Curricular Levy	\$20.00 per term, per activity.	



#### YEAR SEVEN

	PER TERM	PER YEAR
Tuition Fee	\$2,726.00	\$10,904.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 7 Camp	Charged in full, Term 1	\$455.00
Instrumental Music Hire Levy (if applicable)	\$79.75	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR EIGHT

	PER TERM	PER YEAR
Tuition Fee	\$2,726.00	\$10,904.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 8 Camp	Charged in full, Term 1	\$475.00
Instrumental Music Hire Levy (if applicable)	\$79.75	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR NINE

	PER TERM	PER YEAR
Tuition Fee	\$2,726.00	\$10,904.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 9 Camp	Charged in full, Term 1	\$570.00
Instrumental Music Hire Levy (if applicable)	\$79.75	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR TEN

	PER TERM	PER YEAR
Tuition Fee	\$3,216.75	\$12,867.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 10 Camp	Charged in full, Term 1.	\$440.00
Instrumental Music Hire Levy (if applicable)	\$79.75	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	





#### YEAR ELEVEN

	PER TERM	PER YEAR
Tuition Fee	\$3,216.75	\$12,867.00
Capital Levy	\$105.00	\$420.00
ICT Levy	\$100.00	\$400.00
Year 11 Camp	Charged in full, Term 1.	\$520.00
Instrumental Music Hire Levy (if applicable)	\$79.75	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	

#### YEAR TWELVE (CHARGED OVER 3 TERMS)

	PER TERM	PER YEAR
Tuition Fee	\$4,289.00	\$12,867.00
Capital Levy	\$140.00	\$420.00
ICT Levy	\$133.33	\$400.00
Instrumental Music Hire Levy (if applicable)	\$106.33	\$319.00
Co-Curricular Levy	\$20.00 per term, per activity.	

Tuition Fees do not include books, uniforms, excursions, and other compulsory expenses. You will be charged for excursions, incursions and tours via Parent Lounge closer to the event date.

Some Co-Curricular activities, such as music or sport, also may incur additional charges. Details will be provided by the coordinator of the event or activity.

#### Music Lessons

Instrumental music lessons (voluntary) are charged on secondary student fee accounts to parents each term on the following basis.

Group Instrumental Music Lesson	\$22.00 per 30-minute lesson
Paired Instrumental Music Lesson	\$27.50 per 30-minute lesson
Private/Individual Instrumental Music Lesson	\$44.00 per 30-minute lesson

#### Sibling Discounts

The eldest child concurrently attending will always be levied 100% of the standard fee, unless in receipt of a scholarship (and sibling discounts will not apply where one child is in receipt of a scholarship). Sibling discounts apply to tuition only and do not include uniforms, books, music consumables, instrumental music hire levy, camps, ICT Levy, Capital Levy, buses or any other charge from the College.

Second Child	5%
Third Child	10%
Fourth Child	15%



## Before and After College Care

Please refer to the ABCC Handbook for details of additional fees.

<b>Before College Care</b>	Morning Session	\$17.15
<b>After College Care</b>	Afternoon Session	\$26.70
	Non-Booked Fee	\$10.00
<b>Vacation Care</b>	Weekly Booked	\$325.00
	Daily Booked	\$72.00
	Casual	\$78.65
	Half Day	\$36.00
<b>Administration Fee</b>	Weekly charge for unpaid fees	\$25.00

## Enrolment Application Fee

A non-refundable fee of \$100.00 is payable upon lodgement of an enrolment application form. This fee covers the administration costs associated with processing the application.

## Enrolment Confirmation Fee

A non-refundable fee of \$350.00 for each newly enrolled student is charged when parents accept an offer of enrolment at the College and sign the enrolment agreement. The enrolment confirmation fee confirms that place for the student at the College.

## Family Enrolment Deposit

A non-refundable fee of \$350.00 is charged for the first student in each family, when accepting a place at the College. Subsequent siblings from the same family who are enrolled at the College are not charged this fee.

## Capital Levy

The Capital Levy applies to all students and is not tax-deductible. Funds derived from the Levy are utilised by the College for the purpose of developing, replacing, upgrading and maintaining capital equipment and facilities.

## ICT Levy

The ICT Levy applies to all students in Prep to Year 12. The levy is primarily to provide resources to students. In addition, staffed help desks are provided on each campus where students can access 'on the spot' assistance with their device.

## Instrumental Music Hire Levy

The Instrumental Music Levy is charged to student who hire an instrument from the College. The Levy represents the hire cost of the instrument only. Students that provide their own instrument are not charged the levy. Instrumental Music lessons are charged separately to the instrument hire levy, please refer to 'Music Lessons' on the previous page for the costs of lessons.

## Scholarships, Bursaries and Concessions

Any Scholarship, Bursary or reduction in fees may be forfeited, and will become immediately due and payable where fees are not settled in full by the due date.



### **Sibling Discounts**

Acknowledging the cost burden for parents of more than one student at the College, we continue to offer sibling discounts. Please note however the eldest child concurrently attending will always be levied 100% of the standard fee, unless in receipt of a scholarship (and sibling discounts will not apply where one child is on receipt of a scholarship.)