



November 2021

Dear Parents,

The College Board have approved the budget and school fee structure for 2022.

2021 has again been a difficult year for many families, and the Board has been very aware of the challenges which many parents have faced and may continue to face in 2022. With this in mind, the College has kept school fees as low as possible to make education at John Paul College affordable.

The attached School Fees and Charges Schedule for 2022 provides further information and explains the payment methods available. A discount of 4% is available where fees are paid in full by 18 February 2022.

Where applicable below, please return forms to the Finance Office by Friday 3rd December 2021.

For families new in 2022 to John Paul College

1. Direct Debit Authority – this must be completed and returned.
2. Camps, Sports and Excursions Fund (CSEF) - complete and return if you meet the eligibility criteria.

For families already at John Paul College

1. Direct Debit Authority - only return this if you wish to make a change in your payment frequency or if your account details have changed – we will continue to use your existing details otherwise.
2. Camps, Sports and Excursions Fund (CSEF) – only return this if you are now eligible and did not submit the form last year.

I would like to take this opportunity to thank our College staff, Board members and their families for their individual and collective contributions made during what has been another difficult year. The Board sincerely appreciates these efforts and the tremendous support of our College families as we have worked through the challenges together.

On behalf of the College Board, may I wish you and your family a Merry Christmas and safe 2022.

Yours sincerely

Carolyn McAlister
Chair John Paul College Board

Finance Office and Payment of School Fees

The Finance Office will be open from 8.00am to 4pm from Friday 28th January 2022. It is located in the main administration building (enter via gate 5). Alternatively you can email jpcfinance@jpc.vic.edu.au with any school fee related query.

If you are experiencing financial difficulties in relation to school fees, please contact the Finance Office for an application form for family assistance (fee relief) and to make an appointment for a confidential discussion. Please complete your application by 28th February 2022.

Uniform Shop

The John Paul College Uniform shop is managed by Dobsons, offering instore and online purchasing services.

Regular Opening Hours: Thursdays 12:30pm – 4pm and Saturdays 9:00am – 12:00pm

Please refer to the attached flyer for additional opening hours over the December – January period.

Facing the College from McMahons Road, the shop is located to the left of the gymnasium, in the Stella Maris Centre (enter via Gate 6 or Gate 8).

Shop with Dobsons online at <https://dobsons.com.au/schools/jon-paul-college/>

Offering a \$10 flat rate shipping on all online orders delivered within Melbourne and in-store collection via 'Click & Collect' free of charge.

Credit card, EFTPOS and Afterpay facilities are available.

Second Hand Items

John Paul College is conscious of improving recycling levels and of the desire by many parents wishing to trade their second-hand education items. To assist in improving services to parents at the school, we are offering the below services for you to consider.

Dobsons – offer a service for buying and selling second-hand items including uniforms, sporting equipment, stationary and more. Buy and sell online at <http://www.uniformswapshop.com.au/>

Sustainable School Shop - browse and search the sale ads online. For more information please refer to www.sustainableschoolshop.com.au. Phone enquiries should be directed to 0438 743 444.

School Fees & Charges Schedule for 2022

Enrolment Application Fee

The non-refundable fee to lodge an application for enrolment is \$100 per student. This is payable at the time of application.

Acceptance Fee Deposit

Upon advice from the school that the enrolment application is successful, a non refundable fee deposit of \$250 is payable. This fee deposit will be deducted from your Annual Tuition Fee in the year you commence with John Paul College.

School Fees:	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Annual Tuition Fee per student [^]	\$5,100	\$6,000	\$6,300	\$6,300	\$6,300	\$6,300

[^] A 4% discount applies when paid in full by 18th February 2022.

Sibling Discounts

To assist families with the cost of education, a discount is available where more than one child attends John Paul College.

2nd Child \$700 3rd Child \$1,100 4th & subsequent children \$2,000

The following options are available at additional cost:

School Bus: Carrum Downs / Chelsea / Patterson Lakes \$840

The annual bus charged is billed quarterly to your school fee account. Places are limited and casual use of the bus is not available. One term's notice is required to cancel your bus pass.

Registrations online are now closed. Please contact Reception if you require a seat for 2022 and have not applied previously. Charges will appear on your account in January.

VET Course Fees

VET Courses provide students with a range of alternate learning pathways. These courses are conducted by external course providers and fees for these courses are in addition to those of John Paul College. The funding provided for VET courses is subject to change each year, and every effort is made to keep VET fees low. Should your child withdraw from the course or leave the school after the organisation's cut off date, the full year's fees will remain payable by you. The College website has details of John Paul College VET fees.

Statement of Fees

The annual tuition fee is billed quarterly to your school fee account. A statement showing your Term 1 fees and charges will be supplied to you by mid-January. Monthly statements will also be sent during the year to your nominated email address. School fees and charges are subject to change as approved by the College Board.

School Fee Payment Options

Due Date for Payment of 2022 Fees

The Annual Fees and all other charges are due and payable in full by **18th February 2022**.

John Paul College offers several payment options to help families meet their school fee obligations. It is expected that where fees are not paid in full by 18th February, they will be progressively paid by regular direct debits each fortnight, month or quarterly. Where fees are not paid by direct debit and have not been paid in full by the end of each term a \$100 administration fee per term may be applied to your account.

Note that school fees and charges must be up to date in order for your child to attend optional extra-curricular events such as the Central Australia or overseas trips.

Methods of Payment Available

1. Payment in Full by 18th February 2022

Where you elect to pay fees in full by this date, the school will allow a special discount of 4% off the Annual Tuition Fee only. Payments made after this date will not be eligible for this discount.

2. Payments by Direct Debit

A direct debit from your bank account or credit card can be arranged at intervals of either fortnightly, monthly, quarterly or annually. (Refer below schedule for dates)

Direct Debit Schedule of Payment Dates

Annual – 4% discount off Tuition Fee

1 February Friday 18

Quarterly

1 February Tuesday 22
2 April Tuesday 26
3 July Tuesday 26
4 October Tuesday 25

Monthly

1 February Monday 21*
2 March Monday 21*
3 April Wednesday 20
4 May Friday 20
5 June Monday 20
6 July Wednesday 20
7 August Monday 22*
8 September Tuesday 20
9 October Thursday 20
10 November Monday 21*

Fortnightly

1 February Thursday 3
2 February Thursday 17
3 March Thursday 3
4 March Thursday 17
5 March Thursday 31
6 April Thursday 14
7 April Thursday 28
8 May Thursday 12
9 May Thursday 26
10 June Thursday 9
11 June Thursday 23
12 July Thursday 7
13 July Thursday 21
14 August Thursday 4
15 August Thursday 18
16 September Thursday 1
17 September Thursday 15
18 September Thursday 29
19 October Thursday 13
20 October Thursday 27

3. Alternate arrangement

Payment plans outside of the above arrangements including Family Assistance need to be discussed and agreed by the Business Manager. Please contact the College on 9784 0200 to make an appointment before the 28th February 2022.

*Direct debits will occur on dates indicated where the 20th of the month falls on the weekend. Should you need to make a change to your direct debit arrangements 48hours notice is required to jpcfinance@ipc.vic.edu.au



Office Use Only: Debtor Name:
Debtor ID:
Date Processed:

Direct Debit Request

Please return to the Finance Office (Main Office Gate 5) by 3rd December 2021

Only required for new JPC families or if wanting to change existing arrangements

I/We request and authorise John Paul College, User ID 622499 to arrange, through its own financial institution, to debit funds from my/our nominated account at the financial institution shown below according to the details specified.

I/We hereby authorise John Paul College to continue debiting my/our bank account/credit card ongoing for the express and sole purpose of the payment of my/our school fees, until a new direct debit request is supplied.

This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Parent Full Name: Phone:

Student/s Name/s:

Email for Fee Statements:

<input type="checkbox"/> Annual*	<input type="checkbox"/> Fortnightly*	<input type="checkbox"/> Monthly*	<input type="checkbox"/> Quarterly*
(Please indicate method of payment with a ✓)			
<input type="checkbox"/> Direct Debit from Bank Account			
Bank Name:			
Account Name:			
BSB: _ _ _ / _ _ _			
Account Number:			
Account holder/s signature: Date:			
OR			
<input type="checkbox"/> Direct Debit from Credit Card (Mastercard or Visa only)			
Card No:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder name: (Please Print)			
Cardholder signature: Date:			
*Payment dates as per attached schedule. Should my/our account be in arrears or a payment fail to be made, then I/we authorise the school to continue to debit my/our account until all monies due to John Paul College have been paid.			

Direct Debit Request (DDR) Service Agreement

Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between John Paul College ABN 82 787 261 668 (User ID 622499) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur on the nominated date.
- We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.
- If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day.
- We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request.
- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).

Your rights

Changes to the arrangement

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by

- telephoning us on 03 9784 0200 during business hours;
- writing to: Finance Office, John Paul College, PO Box 3105, Frankston VIC 3199; or
- arranging it through your own financial institution.

Enquiries

You may enquire about anything relating to your Direct Debit arrangement by email jpcfinance@jpc.vic.edu.au or phone 03 9784 0200.

Disputes

You should check your account statement to verify that the amounts debited from your account are correct.

If you believe that there has been an error in debiting your account, you should notify us directly on by email jpcfinance@jpc.vic.edu.au or phone 03 9784 0200 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.

If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- your account details which you have provided to us are correct by checking them against a recent account statement; and
- that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

If there are insufficient clear funds in your account to meet a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

