



STAR OF THE SEA COLLEGE

Street: 74-80 Martin St, BRIGHTON VIC 3186
Post: Box 7001 Gardenvale LPO, BRIGHTON VIC 3186
Tel: (03) 9595 9595 | Fax: (03) 9596 6821
Email: star@starmelb.catholic.edu.au | Web: www.starmelb.catholic.edu.au
ABN 29 411 978 418

December 2021

Dear Parent\Guardian,

The following fee information is provided to you in preparation for the 2022 School Year. This fee pack contains the following:

- 1) Letter from Ms Lisa Dwyer, Chair of the College Board;
- 2) Star of the Sea College Fees Procedure 2022; and
- 3) Fees Schedule 2022.
- 4) Community Portal Navigation Guide

Our secure online Community Portal provides up to date fee and transaction details, an option to make payments and the ability to view fee statements and update your personal details.

New families can expect to receive an email providing a unique username and password providing access to the Portal. Further information will be provided in the email along with a brief guide to assist in the navigation of the Portal.

Existing families will already have access to the Community Portal. If you have forgotten your logon details or experiencing difficulty accessing Portal, please contact the Finance Office for assistance.

Using the Portal, parents and guardians will be asked to select from the available fee payment options and to elect the payment method.

School fees and supplementary accounts, such as sessional music or other charges, can be paid securely using the Portal. The school will continue to offer a discount for fees paid in full by **Friday, 14 January 2022**. This full payment can be made via the Community Portal or contacting the Finance Office directly.

Please note: ***The School Office will be closed from Friday 17 December 2021 and reopen Tuesday 11 January 2022.***

If you have any queries regarding school fees, please contact the College Finance Office on 9595 9595.

Yours sincerely,

Brendan Lynch
College Business Manager



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Dear Parents and Guardians,

As we approach the end of this academic year, I write to provide you with an update from the College Board and to extend a special welcome to those students and their families who will be joining us for the first time in 2022.

I take this opportunity to thank all students, parents and carers for the resilience and patience shown particularly over the past 18 months during remote teaching and learning, modified curricula activities, and restricted Star community events and celebrations. My gratitude also goes to the Star Principal, Ms O'Connor, her Leadership Team, and all Star staff, for keeping our community together and positive through the challenges and uncertainty in 2021.

The College is close to completing the Heritage Building Refurbishment, the first major project from our Master Plan. Despite unavoidable delays, mainly due to the pandemic, we anticipate this project will be handed over by the builder during Term One of 2022. We look forward to welcoming students and staff back into this historic building, and to the Board commencing planning for the next stage of our Master Plan, the creation of a STEAM precinct within the school.

Funding and costs

One of the key responsibilities of the Board of Directors is to ensure the strategic growth and financial sustainability of the College. This includes setting the annual budget, staffing and curriculum, master planning and provision of future facilities. This determines the most appropriate and equitable fee structure for families. We continue as a Board to be very focused on delivering a rich, vibrant Star education at a reasonable cost in the Presentation tradition.

The Catholic funding authority, CECV, receives a lump sum of federal and state funding for all Catholic schools, and then allocates that funding to individual schools. During 2021 the College experienced a further reduction in funding due to the government's direct measure of income mechanism employed in the distribution of grants on a 3-year rolling average. We continue to monitor our funding levels and where necessary advocate to obtain the best funding outcome for Star of the Sea College.

2022 Fees

Following the decision by the Board last year to absorb costs and hold fees flat in 2021 during COVID, we have given careful consideration to the difficulties and challenges that many families continue to experience within our community.

Although the College has absorbed cost increases during 2021, cost pressures on the College do need to be considered into 2022 and beyond. The Board has determined that a \$250 per student increase at each year level and a \$50 increase in the capital levy per family will be applied for 2022. This increase on current fees is below the Consumer Price Index (CPI) experienced in 2021 so far, and the College will need to continue to keep tight financial management over costs during 2022 with inflation expected to rise. We trust this small increase in fees will assist families as our community recovers from the impacts of COVID restrictions.

The Board is also conscious of the annual increasing capital costs, especially the necessity for the maintenance and upkeep of older buildings. The capital levy that is charged to each family supports this upkeep and investment in new innovative learning spaces.

Ensuring access to education

The College Bursary Committee continues to provide financial assistance through a tax-deductible fund awarded on a 'needs basis', to assist students and their families, otherwise unable to attend the College. We invite parents and the wider community to consider a tax deductible donation to this Fund, which is at the heart of the Presentation tradition of providing an education for those most in need. For further information, please contact the Finance Office for details on how you can contribute toward this fund.

We look forward to continuing to offer your daughters' an outstanding education, which enables them to be their best selves, in the richness of the Presentation tradition.

Yours sincerely,

A handwritten signature in black ink that reads "Lisa A. Dwyer". The signature is written in a cursive style with a large, flowing initial 'L'.

Ms Lisa Dwyer
Chair Star of the Sea College Board



STAR OF THE SEA COLLEGE

FEES PROCEDURE 2022

General explanation of College Fees

Each year Star of the Sea College provide parents with a flexible choice of options for paying the General Tuition and Capital Fee as set by the College Board.

The General Tuition and Capital Fees are invoiced at the start of the school year and a statement is forwarded to all families with discounts and any advance receipts applied.

Fee Components and Fee Structure

General Tuition Fees are structured to include all curriculum costs, school camps, retreats, reflection days, and Extended Learning Activities (ELA) along with all entry fees, and other related costs required in the delivery of education. In addition, the costs associated with the College laptop program is included with in this General Tuition Fee.

Each family is charged a single Capital Fee per annum. This charge is itemised on the Annual Fee Statement and is used to offset all Capital related expenditure of the College each year.

Students admitted to the College during the School Year are charged fees on a pro-rata basis, and other charges as appropriate.

Separate Charges

Additional charges attracted outside of the General Tuition Fee will be charged separately. Such charges will generally apply to the College's Co-curricular Music Programs and non-compulsory educational tours. Please refer to the Co-curricular and other separate charges below.

Flexible Fee Payment Options and Expectations

In providing families with a choice of fee options that will best suit the individual financial needs, the College requests that the 'Selection of Fee Payment' is provided via the College Community Portal by **Friday 14 January 2022**.

Unless a special arrangement is in place, families will automatically default as paying fees on a monthly basis.

Completing the preferred 'Selection of Fee Payment' online provides the College with information about frequency of payment and the method in which payment will be made. It is expected that the frequency and method elected for payment is adhered to throughout the year, unless the Finance Office is contacted and an alternative arrangement is made.

Acceptable methods for payment of fees include cash, cheque, direct debit (from your nominated bank account), credit card and Bpay option.

It is the College's position that participation in co-curricular activities involving significant expense, such as the co-curricular, national or overseas trips and the Graduation Night, is conditional on the Tuition Fees being paid up to date.

****Please note**

An automatic **late fee charge** will apply when the expected payment of fees is not received by the due date as shown on the Fees schedule.

Co-Curricular and Other Separate Charges

Students undertaking extra curricular activities with the Co-Curricular Music Programs will be invoiced each semester for charges directly related to this program. These charges are due and payable in full, upon receipt of an invoice. Failure to make payment by the due date will result in the discontinuation from this program.

Other separate charges may be sent separately throughout the year that includes individual and incidental charges not included in the General Tuition Fee. Statements will be forwarded to parents indicating the due date for these charges. Examples of such charges may extend to optional educational opportunities, such as national or international tours.

Student Withdrawal from the College

It is a condition that a minimum of one school term's notice be presented in writing addressed directly to the Principal 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. Any fees or charges calculated by the College as refundable will be returned.

Default of Fee Payment

The Board can only discharge this aspect of its responsibility to the whole College community by taking prompt and successful action to recover unpaid accounts. On the occasion when a mutually acceptable repayment agreement cannot be reached or maintained, appropriate measures will be taken, including engaging an external agency, for fee recovery and/or the cessation of enrolment.

The 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. Further action (as deemed necessary) will be taken to recover any unpaid amounts and recover costs incurred by the College.

Families are encouraged to contact the Principal or Business Manager to discuss difficulty in payment of their fees and charges and to ascertain if they are eligible for short term or long term assistance. The Bursary Committee will oversee this process.

STAR OF THE SEA COLLEGE - Fees Schedule - 2022

FEES TABLE

Year level of daughter/s	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
	\$	\$	\$	\$	\$	\$
General Tuition Fee	9,850	10,600	11,400	11,800	12,050	12,200
Capital Fee (per family)	1,750	1,750	1,750	1,750	1,750	1,750
* Less Year 7 Enrolment Fee Paid in Advance	(1,250)	-	-	-	-	-
Total fee payable	10,350	12,350	13,150	13,550	13,800	13,950

* Year 7 families total fee payable is reduced by \$1,250, being the enrolment fees paid in advance.

Payment Options Available

Payment schedule to be used for one daughter only

Year Level	Due Date	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
OPTION (A) One annual payment (Discount 2.5%)							
Discounted General Tuition Fee		8,354	10,335	11,115	11,505	11,749	11,895
Discounted Capital Fee (per family)		1,706	1,706	1,706	1,706	1,706	1,706
Full fees in paid in advance due by	15/01/2022	10,060	12,041	12,821	13,211	13,455	13,601

OR

OPTION (B) 10 instalments a year due by**	17/02/2022	1035	1235	1315	1355	1380	1395
	17/03/2022	1035	1235	1315	1355	1380	1395
	17/04/2022	1035	1235	1315	1355	1380	1395
	17/05/2022	1035	1235	1315	1355	1380	1395
	17/06/2022	1035	1235	1315	1355	1380	1395
	17/07/2022	1035	1235	1315	1355	1380	1395
	17/08/2022	1035	1235	1315	1355	1380	1395
	17/09/2022	1035	1235	1315	1355	1380	1395
	17/10/2022	1035	1235	1315	1355	1380	1395
	17/11/2022	1035	1235	1315	1355	1380	1395
		10,350	12,350	13,150	13,550	13,800	13,950

** **LATE FEE:** Please note Option B payments that dishonour or that are not received by the College by the due date, will automatically attract a \$20 charge for each overdue or late payment.

OR

OPTION (C) 3 instalments a year due by***	17/02/2022	3,450	4,117	4,383	4,517	4,600	4,650
	17/05/2022	3,450	4,117	4,383	4,517	4,600	4,650
	17/08/2022	3,450	4,117	4,383	4,517	4,600	4,650
		10,350	12,350	13,150	13,550	13,800	13,950

*** **LATE FEE:** Please note Option C payments that dishonour or that are not received by the College by the due date, will automatically attract a \$50 charge for each overdue or late payment.

EXAMPLE: How to calculate fee payment for <u>more than one daughter:</u>	Paying by Option A One annual payment discount of 2.5% applied	Paying by Option B or Paying by Option C
One daughter in Year 7 (less \$1250 for Enrolment Fees Paid in Advance)	8,354	9,850 (1,250)
One daughter in Year 9 Apply Capital Fee (per family)	11,115 1,706	11,400 1,750
Total Fees Payable	21,175	21,750

If you require any assistance in working out fees payable, please contact the Finance Office on 9595 9595



STAR OF THE SEA COLLEGE
Community Portal

**Navigation Guide -
College Fee Payment Plans**

December 2021

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ABOUT THE COMMUNITY PORTAL

The Star community portal provides parents with secure online access to their personal fee account and contact information.

The Portal will provide up to date fee and transaction history, an option to make payments, the ability to view fee statements and update your personal details.

Using the Portal, parents and guardians are requested to select their preferred payment plan from the available options and to elect a payment method.

School fees and supplementary accounts, such as sessional music or other charges, can be paid securely using the Portal. The College continues to offer a discount for fees paid in full.

Please keep your username and password secure.

Lost Username or Password?

Should you misplace your username or password, an email (from your registered email address) should be sent to finance@starmelb.catholic.edu.au requesting this be reset.

ACCESSING THE PORTAL

Step 1

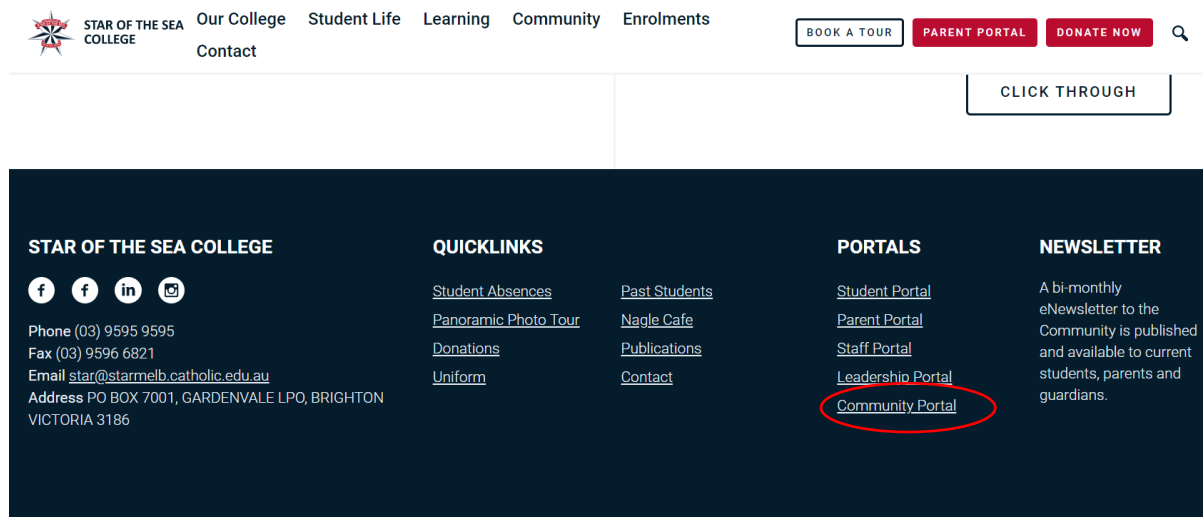
Type in the website for Star of the Sea College in your web browser as:

www.starmelb.catholic.edu.au

Step 2

On the home page located on in the footer is the 'Community Portal'

Locate and click



[Star of the Sea College](#) · [Privacy Policy](#) · [Terms and Conditions](#)

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Enter your username and password when prompted to logon.
This has been previously provided to you by email and is case sensitive.

NAVIGATING THE COMMUNITY PORTAL

The introductory Screen to the Community Portal greets you with the following banner.
There are a small number of menu options available. This guide will mainly focus on the Finance option.



Click **My Details** to check and edit personal contact information, address, occupation and census information required for funding purposes.

There are three **Finance** menu options. These are explained briefly below and in more detail within this guide. Please ensure to **hover** the mouse pointer over the Finance tab for the drop down menu to appear.

Payment Plans

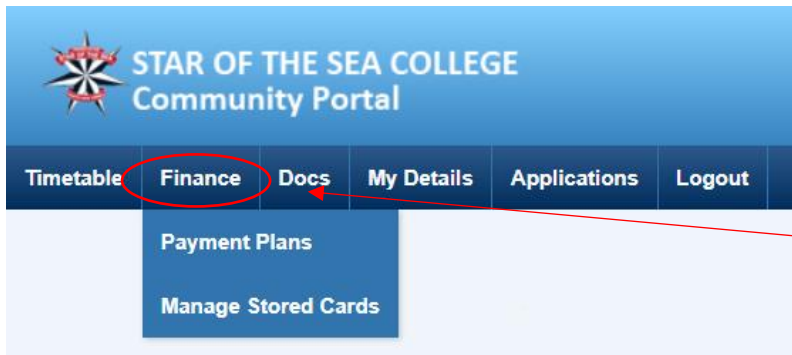
Parents\Guardians are asked to complete the payment plans section and select the most suitable payment plan option.

Manage Stored Cards

Changes to Credit Card details including card number or expiry date can be made directly via this option.



SELECTING PAYMENT PLANS



When selecting **Payment Plans**, the screen below appears. Each section is explained separately below.

Fee Account Balance Summary

Payment Plans	
Your Account Balance Summary	
Total owing from prior year	\$0.00
2020 Tuition	\$12,850.00
Fees Total	\$12,850.00

The payment options below apply to this amount only.

Shows any outstanding balance from prior year

Shows total Tuition (including Capital fee) for following school year

Shows total amount of school fees payable

Available Payment Methods

Select payment method.

Select **No** if you intend to pay either by bank transfer or Bpay to the College bank account on each due date as outlined on the fee schedule.

The default is set to No –Parent selects to make fee payments by either bank transfer or Bpay on each date due as per the payment plan

Available Payment Methods

Would you like us to administer payments on your behalf?

Yes

Discounts Available

	Discounts	Fees Total After Discount
Plan 1	2.5% \$321.25	\$12,528.75
Plan 2	0% \$0.00	\$12,850.00
Plan 3	0% \$0.00	\$12,850.00

No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Discounts Available

	Discounts	Fees Total After Discount
Plan 1	2.5% \$321.25	\$12,528.75
Plan 2	0% \$0.00	\$12,850.00
Plan 3	0% \$0.00	\$12,850.00

If you select **YES**, the College will require your banking details to be entered for direct debit purposes and will administer payments in accordance with the payment plan selected and you will be prompted to enter your bank or credit card details.

Select YES for College to be able to retain banking details and

Available Payment Methods

Would you like us to administer payments on your behalf?

Yes

Discounts Available

	Discounts	Fees Total After Discount
Plan 1	2.5% \$321.25	\$12,528.75
Plan 2	0% \$0.00	\$12,850.00
Plan 3	0% \$0.00	\$12,850.00

No, I will administer my own fee payments according to my selected payment plan, observing the scheduled due date of each payment.

Discounts Available

	Discounts	Fees Total After Discount
Plan 1	2.5% \$321.25	\$12,528.75
Plan 2	0% \$0.00	\$12,850.00
Plan 3	0% \$0.00	\$12,850.00

Discounts are automatically calculated here and take into consideration number of daughters and single capital fee per family

Annual fees are calculated here for each different payment plan (see below). Reduced annual fees for Plan 1 are automatically calculated.

Select available payment plans

Please tick the appropriate payment plan (frequency of payment) you wish to apply.

Available Payment Plans

Available payment plans.

- Plan 1** Single Payment ~~\$12,850.00~~ **\$12,528.75**
A single payment to be paid on or before 17th January
- Plan 2** 3 Payments \$4,283.33
Three equal payments from the 17th February
- Plan 3** 10 Payments \$1,285.00
Monthly payments to be made on or before the 17th of each month

- Selecting **PLAN 1** instructs the College that you have opted for fees to be paid in full and the discount applied. Full payment is to be made by **14 January 2022**. Follow the prompt under the heading **“MAKE A PAYMENT”** below to complete this option online.
- Selecting **PLAN 2** instructs the College that fees will be paid in Three (3) equal payments being **17 February, 17 May and 17 August**
- Selecting **PLAN 3** instructs the College that fees will be paid in Ten (10) equal payments starting 17 February

Proceed to next Step

The School Policy is available on the School Website, under Enrolments \ Fees for you to view. Tick the box to confirm you have read, understood and agree and then click the Proceed to next Step button.

For Terms and Conditions, Please refer to the School Policy

I have read, understood and agree to the terms and conditions.

Proceed to next step

A prompt similar to this will appear on the screen for you to review your selection of payment type and method before proceeding. Select **Back** to re-select or **Continue** to submit

Review your selection

Please confirm your selection by clicking the **continue** button.

You have chosen to meet your Tuition Fees obligations amounting to **\$12,350.00** by payment plan **3**. Under this plan you will be required to pay **10** payments of **\$1,235.00** by the **17** of each month from **February** through to **November**.

Back Continue

Yes

Discounts Available

	Discounts	Fees Total After Discount
Plan 1	2.5% \$321.25	\$12,528.75
Plan 2	0% \$0.00	\$12,850.00
Plan 3	0% \$0.00	\$12,850.00

If earlier, under Available Payment Methods you selected **YES**, you will be prompted to enter your Credit Card or Direct Debit details as shown below

Credit Card Direct Debit to Bank Account

Credit Card

Card Type Card Holder's Name

Issuing Bank

Credit Card Number Expiry Month Expiry Year

MAKING A PAYMENT



STAR OF THE SEA COLLEGE
Community Portal

Timetable **Finance** Docs My Details Applications Logout

Payment Plans

Manage Stored Cards

Click the **Finance** tab as shown here on the menu bar to display the receipt and history page. A button appears on this page that enables online payments to be made.

Make a Payment

Please note once the payment is clear, your account balance will be updated on the next day.

Linked Account Name:

Total Owning/Overdue:
0.00

Payment Amount:
0.00

Total:
0.00

Additional Information:

Next Cancel

Make a Payment

Locate on screen **Make a Payment** and click this button. The Make a Payment dialog box will display as shown below

VIEWING TRANSACTIONS AND STATEMENTS



Selecting **Finance** will display the receipt and history page.

Receipt and Statement History can be viewed along with corresponding statements.

Receipt History Last 5

Date	Receipt no	Amount	Payment Method
17/10/2019	43444	\$2,295.00	Visa Card
17/09/2019	42387	\$2,295.00	Visa Card
17/08/2019	41258	\$2,295.00	Visa Card
17/07/2019	40056	\$2,295.00	Visa Card
17/06/2019	38850	\$2,295.00	Visa Card

Statement History

Statements in PDF format can be generated by clicking the PDF icons at right of the screen

Date	Statement no	Due date	Balance	Statement description	Last viewed
17/02/2019	1048	17/02/2019	\$8,166.68		N/A
30/10/2018	961	16/11/2018	\$2,746.00	Laptop Replacement Charge	N/A
17/10/2018	943	17/10/2018	\$1,724.60	October 18 Instalment Charges	N/A
17/02/2018	555	17/02/2018	\$849.60	2018	N/A
4/12/2017	492	4/12/2017	-\$174.00	Discount applied for timely payment	N/A

Last statement

DATING YOUR CARD AND PAYMENT DETAILS

STAR OF THE SEA COLLEGE
Community Portal

- Timetable
- Finance
- Docs
- My Details
- Applications
- Logout

- Payment Plans
- Manage Stored Cards**

Select **Manage Stored Cards** to update details of existing or to enter new card details

Use this option also to update direct debit payment details

Manage Stored Cards

Select which linked account name to store new payment option for:

