

# Parent Fee Statement – Instruction Booklet

This Booklet Covers:

- Parent Fee Statement
- How to Pay
- Periodic Payments
- Calculation Worksheet and Summary Sheet
- Finance Contact list

## Parent Fee Statements

Tuition Fees for the 2019 have now been released. The calculation worksheets for 2019 will be available on our website by 23rd November 2018 under Enrolments/School Fee/Calculation Worksheet 2019.

Fee statements will be emailed at least a week prior to the start of each term, and payment is due by the first day of term. Any extension to these terms must be negotiated and agreed to by the College. Please address any concerns to Jo Caferra the Fees Administrator on [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au) in the first instance.

Email notification of fee statements will be sent to ALL parents who have registered their email address on the Parent Lounge. A log in, user ID and instructions on how to navigate the Parent Lounge will be provided to all new parents at the beginning of January 2019.

The fee statement will be sent directly from our financial system. It is the responsibility of all parents to ensure that the contact information on Parent Lounge is up to date, including a current email address, to ensure the College is able to provide a statement in this manner.

The College does not send hard copies of fee accounts to physical addresses.

## Statement

**St Joseph's College**  
 235 Gregory Terrace  
 SPRINGFIELD QLD 4050  
 Phone: 07 3214 5235 Fax:  
 Email: [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au)  
 Website: [www.terrace.qld.edu.au](http://www.terrace.qld.edu.au)

**STATEMENT OF ACCOUNT**  
 Mr J & Mrs J Doe  
 11 Example Street  
 MERRITTON QLD 4000

**BPAY** Offer Code: 23268  
 Telephone & Internet Banking - Bpay

\*\*\* TAX INVOICE \*\*\*

ACCOUNT NUMBER 10022  
 DUE DATE 09/10/2018  
 TOTAL AMOUNT DUE \$3,426.02

DATE	DETAILS	DEBIT	CREDIT	BALANCE
20/07/2018	BALANCE BROUGHT FORWARD			\$8,255.58
25/07/2018	Payment - [Rec. 278798]		\$1,315.25	\$6,940.33
03/08/2018	11 12 Kabras Retreat - William	\$150.00		\$7,090.33
17/08/2018	Payment - [Rec. 279588]		\$1,315.25	\$5,775.08
31/08/2018	Payment - [Rec. 280503]		\$1,315.25	\$4,459.83
14/09/2018	Payment - [Rec. 281489]		\$1,315.25	\$3,144.58
28/09/2018	Payment - [Rec. 282283]		\$1,315.25	\$1,829.33
09/10/2018	Payment - [Rec. 282852]		\$1,315.25	\$514.08
09/10/2018	Year 12 House Breakfast - William *	\$33.00		\$481.08
09/10/2018	Family Capital Contribution	\$350.00		\$131.08
09/10/2018	Christian Brothers Levy	\$33.00		\$98.08
09/10/2018	GTOSA Life Membership - William *	\$275.00		\$1,105.08
09/10/2018	Hugby Levy Term 3 - John	\$110.00		\$1,215.08
09/10/2018	Hugby Levy Term 3 - William	\$110.00		\$1,325.08
09/10/2018	Tuition Fees - Secondary - John	\$3,591.00		\$4,916.08
09/10/2018	Tuition Fees - Secondary - William	\$3,591.00		\$8,507.08
09/10/2018	Yaledobry Dinner - William *	\$345.00		\$8,852.08
09/10/2018	Enrolment Bond R/F 2011 - William		\$2,000.00	\$6,852.08
12/10/2018	Payment - [Rec. 283857]		\$1,142.02	\$5,710.06
31/10/2018	Payment - [Rec. 286107]		\$1,142.02	\$4,568.04
09/11/2018	Payment - [Rec. 286986]		\$1,142.02	\$3,426.02
	<b>TOTAL PARENT ACCOUNT BALANCE</b>			<b>\$3,426.02</b>
	* TAX INVOICE - GST included on this statement \$59.96.			
	<b>TOTAL AMOUNT DUE</b>			<b>\$3,426.02</b>

Your statement is in PDF format and, once opened, will appear as seen here. For parents who make use of our periodic payment options, the statement will be for your review only. Parents who have no payment arrangement with the College will be expected to ensure they adhere to the College credit terms.

Example of Terrace Fee Statement


## Receipts

Fee receipts will be emailed as they are processed and are generated directly out of our Westpac Payway system. This means that as the payment is processed a receipt or declined notification is generated as per the figures below.

Parents who make use of the College's periodic payment arrangements must ensure sufficient funds are available for withdrawal on the scheduled payment date. The College will terminate the periodic payment arrangement should your payment reject two consecutive times.


Receipts for sundry payments, i.e. payment of an event may be provided upon request.

### Approved Receipt

  
**PayWay Payment Receipt**  
**ST JOSEPHS CLG SEM 2**  
Phone: 0732145200  
285 Gregory Terrace  
Spring Hill QLD 4000  
Australia  
**Customer Details**  
Customer Number: 7799  
Customer Name: Mr  
**Payment Details**  
Card Number: Visa  
Transaction Amount: AUD 1,000.00 Sale  
Date & Time: 20 Aug 2014 09:56 EST  
Receipt No: 1404317112  
Approved - Honour with identification (08)

Receipt Status

### Declined Receipt

  
**PayWay Payment Receipt**  
**St Joseph's Coll**  
Phone: 0732145200  
285 Gregory Terrace  
Spring Hill QLD 4000  
Australia  
**Customer Details**  
Customer Number: 9997  
Customer Name:  
**Payment Details**  
Customer Bank Account:  
Transaction Amount: AUD 300.00 Sale  
Date & Time: 13 Jun 2014 03:04 EST  
Receipt No: 1373699351  
Declined - Refer to Customer

Receipt Status

## How To Pay

The College has a number of payment facilities to assist in easy payment of both your termly tuition fees as well as Tours and Excursions.

The following options are available:



**BPAY:** You may Bpay this payment via the Internet or telephone banking using the biller code and your unique reference number located on the top right of your statement.



**CHEQUE:** When paying by cheque - Detach the payment slip and return it together with your cheque to the address below. Cheques are to be made payable to:

St Joseph's College  
285 Gregory Terrace  
SPRING HILL QLD 4000



**CREDIT CARD:** When paying by credit card – you may call the Finance Office on 07 3214 5235 between 8.00am and 4.00pm Monday to Friday

**OR** Log on to **PARENT LOUNGE** and make payment by entering your credit card details. Follow the screen shot instructions below to log on to Parent Lounge.

[Business Directory](#) [Calendar](#) [Staff](#) [Students](#) [Parents](#) [Q](#)



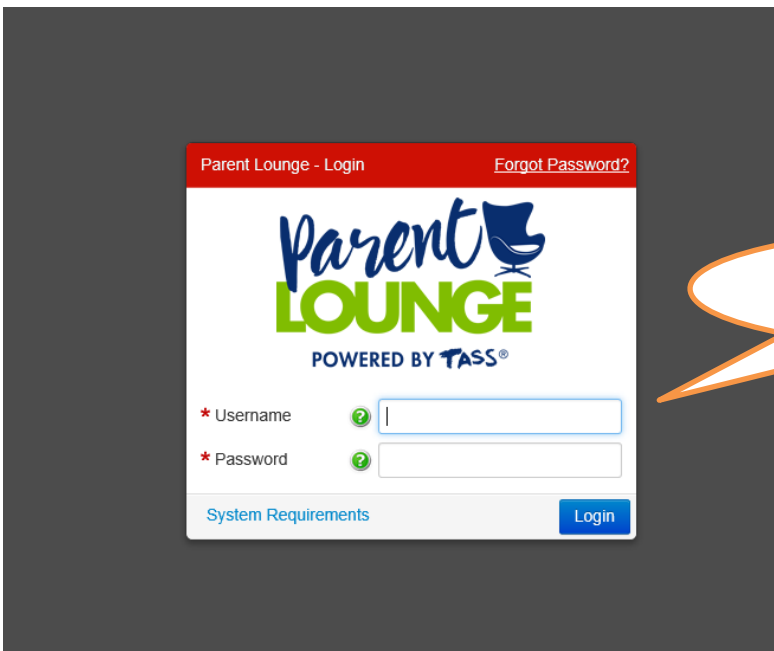
[About Us](#) [Enrolments](#) [Faith & Mission](#) [Teaching & Learning](#) [Student Life](#) [Terrace Family](#) [Contact Us](#)



Log onto Terrace Home Page. Select Parent



Log onto your Parent Lounge Account



Enter the Username & password provided to you.



## Parent Lounge

Welcome

Academic Reports

Parent Directory



Select Make a Payment



### Account Details

#### Step 1: Account Details

Parent Code	09475	Parent Statement as at 03/10/2017 <a href="#">more...</a>
Last Statement Balance	\$6,175.66	
<a href="#">- Payment since last statement</a>	\$11,532.06	
Last Statement Outstanding Balance	-\$5,356.40	
+ New Charges since last statement	\$7,763.00	
- New Credits since last statement	\$1,401.00	
Current Balance of Account	\$1,005.60	

#### Payment Details

AUD \$ 1,005.60

#### PAYMENT TOTAL

AUD \$ 1,005.60

To view school fees account listing. Click on paperclip

Make payment of balance

[Proceed To Payment >](#)



#### Step 3: Confirmation

Please check that the details below are correct.  
Click the 'Previous' button to change these details.


Parent Code	<input type="text" value="09475"/>
Email for Receipt	<input type="text" value="diana@ddcyclingteam.com"/>
Amount to Pay	AUD \$ <input type="text" value="1,005.60"/>

Click 'Pay Now' to proceed to the secure payment page.  
Do not use the 'Back' button in your browser after this point.

[Back](#)

[Pay Now >](#)

Final check of total in shopping cart



St Joseph's College  
**Gregory Terrace**  
Servire Deo Sapere  
To serve God is to be wise


Enter the details of the payment below. All information with an asterisk \* is mandatory.

**Enter Payment Details**

Your Parent Code: 09475

\* Cardholder Name:

\* Card Number:

VISA 

\* Expiry Date:  /  e.g. 02 / 16

\* Card Verification Number:  [More Information](#)

Payment Amount: AUD 8,650.00

Email Address:  Enter your email address if you would like to receive a receipt for this payment.

**Customer Details**

Description	Quantity	Unit Price	Price (AUD)
Account Payment	1	8,650.00	8,650.00
<b>Total:</b>			<b>8,650.00</b>

**Merchant Details**



Merchant Name: St Joseph's College Gregory Terrace 1

ABN: 96372268340

Address: 285 Gregory Terrace  
Brisbane  
QLD 4000

Email Address: [finance@terrace.qld.edu.au](mailto:finance@terrace.qld.edu.au)

Phone: 0732145200

Key your credit card details  
and finalise payment.

### First Day of Term Payments

Payment can be auto deducted from your nominated account on the first day of each term. A statement will be sent at least a week prior to the deduction for your review. The amount will be determined by the Statement. Please just send an email to [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au) once you have registered in Payway if you would like to take advantage of this payment method. This can be very useful for the very busy Parent.

### Periodic Payments through Westpac Payway



The College offers automated periodic payments via credit card or direct debit to assist in the payment of your school fees.

Completion of the Calculation Worksheet is essential as it determines the amount of your fortnightly/monthly/weekly payments. Parents who set up periodic payments at the beginning of the year are advised that the calculation worksheet serves as a guide only, and periodic payments may need to be adjusted during the course of the year

The following periodic options are available:

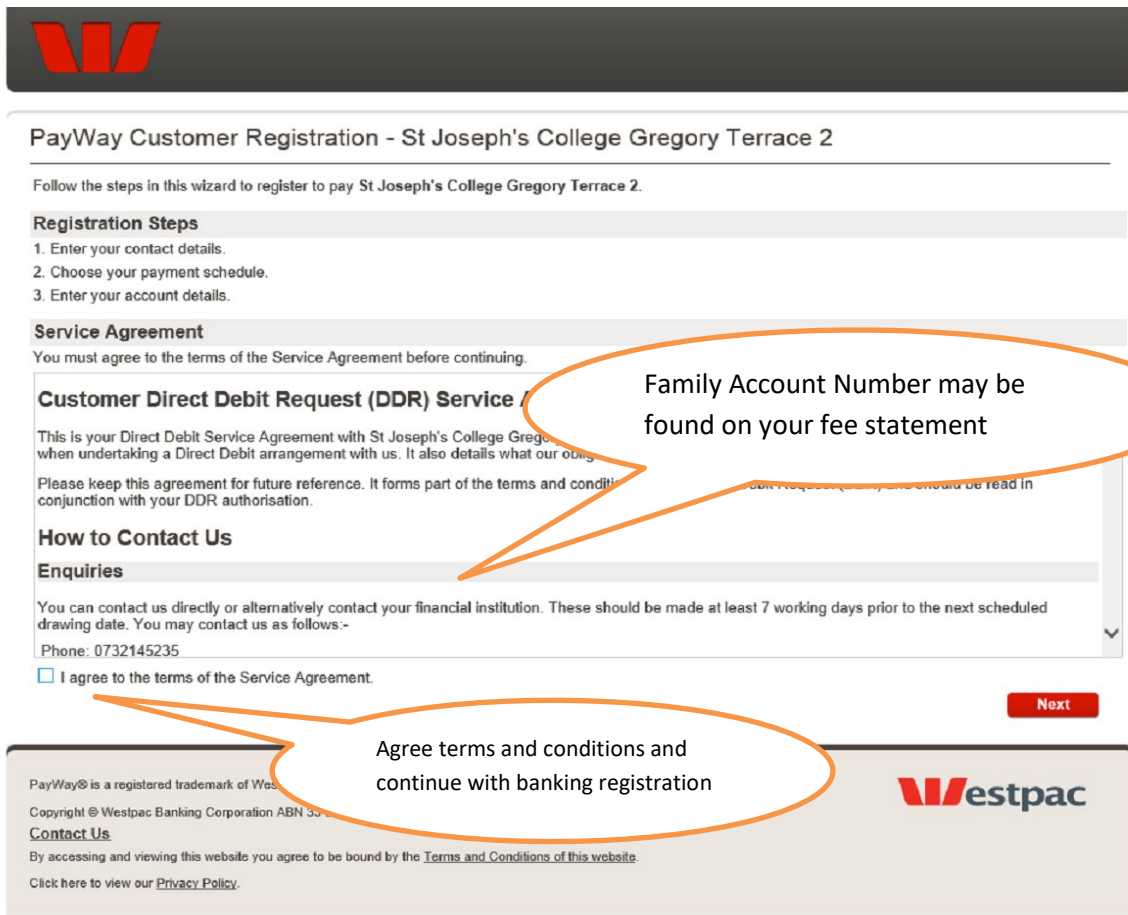
- Monthly x 12
- Monthly x 10
- Fortnightly
- Weekly

Terrace utilises the Westpac Payway site to set our periodic payment arrangements. As such parents are required to register their bank account / credit card details online on our Westpac PayWay site.

Parents will only have to register their details once as these details will be held for the duration of your son's journey at Terrace, or until you change bank account/credit cards. Should you need to update your banking details at any time please just call us on 07 3214 5235. To Register please just click here. [Register Here](#)

Payway Registration link

[Register Here](#)



The College offers 10 or 12 monthly instalments, 24 fortnightly instalments and 48 weekly instalments to be auto deducted from your nominated account registered in Payway. The frequency you choose will determine when you start your payments and you will be advised of this via email.

The College is not able to commence a periodic payment arrangement until such time as all relevant documentation is completed (Calculation Worksheet) and you have registered on Payway. [Register Here](#)

Periodic payment arrangements are reviewed in October each year at which point the we will advise parents if the current payment arrangement needs to be adjusted to clear the account by the end of the Academic year.

#### Periodic Payment Schedules

- 10 Months payments run from February to November
- 12 Months payments run from January to December
- Fortnightly payments run from January to December
- Weekly payments from January to December

## Calculation Worksheet

The calculation worksheet is our tool used to calculate periodic payments. This is a **guide only** as we are aware that students may change their co-curricular activities during the year. This sheet does not generate your fees.

This worksheet must be completed in excel and emailed to the [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au) prior to the 16 December 2018. The calculation worksheet is updated annually and will be available in November on the Terrace website under Enrolments/School fees/Calculation Worksheet.

Parents with more than one child at the College should complete one calculation worksheet for all students.

Some sections of the worksheet are auto-populated and parents will not be able to alter those fields. Areas highlighted in blue require input by you. You are requested to key in the number of students participating in each option.

The top section of the worksheet must be completed as this allows the Fees Administrator to accurately identify your account.



### St Joseph's College Gregory Terrace 2019 Calculation Worksheet

Key in your name so we can identify you

Please fill in the Blue Boxes only

Parent Surname	Insert Name Here	Parent Account Code	0
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Insert Student Name and choose Year Level from Drop Down Box

Students Names	Year Level	Per Term	Annually	Primary/Secondary
Student No. 1 Insert Student Name Here	Nil	\$ -	\$ -	NIL
Student No. 2 Insert Student Name Here	Nil	\$ -	\$ -	NIL
Student No. 3 Insert Student Name Here	Nil	\$ -	\$ -	NIL
Student No. 4 Insert Student Name Here	Nil	\$ -	\$ -	NIL

Enter Student Name & Year Level.

Choose No. of Year 12 only options from Drop Down Box

Year Level Charges	Amount	No. of Students	Total
Bookhire - Primary	\$ 60.00	0	\$ -
Bookhire - Secondary	\$ 110.00	0	\$ -
Year 12 House Shirts (optional)	\$ 40.00	NIL	\$ -
Year 12 Kairos (optional)	\$ 150.00	NIL	\$ -
Year 12 QCS Kits	\$ 47.00	0	\$ -
Year 12 Formal	\$ 220.00	0	\$ -
Valedictory Dinner	\$ 345.00	0	\$ -
Year 12 Senior House Breakfast	\$ 33.00	0	\$ -
Year 11 Leadership Camp	\$ 270.00	0	\$ -
Year 11 Semi-Formal	\$ 185.00	0	\$ -
Year 10 Immersion - Estimate Only*	\$ 1,500.00	0	\$ -
Year 10 Testing	\$ 52.00	0	\$ -
Year 9 Camp	\$ 335.00	0	\$ -
Year 8 Camp	\$ 300.00	0	\$ -
Year 7 Camp	\$ 300.00	0	\$ -
Year 6 Camp	\$ 250.00	0	\$ -
Year 5 Camp	\$ 250.00	0	\$ -
<b>Sub Total</b>			\$ -

Year Level Charges will auto populate

\*Please note that Immersion can range from \$350 to \$3000



**Choose the No. of Students participating in Sports via Drop Down Box**

Sporting Levies	No. of Students	Cost per Annum	Total
Basketball 3 on 3 (Yr 5/6) - Term 2	0	\$ 50.00	\$ -
Basketball - Term 2	0	\$ 120.00	\$ -
Basketball - Term 3	0	\$ 120.00	\$ -
Cricket - Term 4, 2018	0	\$ 120.00	\$ -
Cricket - Term 1	0	\$ 120.00	\$ -
Football - Term 1	0	\$ 120.00	\$ -
Football - Term 2	0	\$ 120.00	\$ -
Gymnastics - Term 4, 2018	0	\$ 180.00	\$ -
Gymnastics - Term 1	0	\$ 120.00	\$ -
Gymnastics - Term 2	0	\$ 120.00	\$ -
Gymnastics - Term 3	0	\$ 120.00	\$ -
Rowing Year 7 (going into Yr 8) 2 Terms*	0	\$ 120.00	\$ -
Rowing Year 8 (going into Yr 9) 2 Terms*	0	\$ 120.00	\$ -
Rowing Year 9 onward, 2 Terms*	0	\$ 1,100.00	\$ -
Rugby - Term 2	0	\$ 120.00	\$ -
Rugby - Term 3	0	\$ 120.00	\$ -
Swimming - Term 4, 2018	0	\$ 150.00	\$ -
Swimming - Term 1	0	\$ 150.00	\$ -
Swimming - Term 2	0	\$ 150.00	\$ -
Swimming - Term 3	0	\$ 150.00	\$ -
Tennis - Term 1	0	\$ 120.00	\$ -
Tennis - Term 2	0	\$ 120.00	\$ -
Track & Field - Term 4, 2018	0	\$ 120.00	\$ -
Volleyball - Term 1	0	\$ 120.00	\$ -
Cross Country - Term 1	0	\$ 120.00	\$ -
Cross Country - Term 2	0	\$ 120.00	\$ -
		\$	\$ -
		<b>Sub-total</b>	<b>\$ -</b>

Just choose the number of students from the drop-down box.

\*Rowing Levy 2018/2019 is all inclusive (eg. Breakfasts, Transport, Camps, etc.)

**Totals**

Charge Type	Amount
Compulsory Tuition Fees	\$ 16,072.00
Year Level Charges	\$ 410.00
Sports Levies	\$ 240.00
Music and Speech & Drama	\$ 1,120.00
Cultural Levies	\$ 100.00
Misc Levies	\$ -
Discounts Provided*	\$ -
<b>Balance from 2018 (if known)**</b>	<b>\$ -</b>
<b>Total Fees for 2019</b>	<b>\$ 17,942.00</b>

Your totals will auto-populate.

\* To be entered by Office Only

\*\*Where your balance is not known it will be entered by this office

**Please indicate Frequency Required**

Frequency	Amount	Please select one
Weekly ÷ 48	\$ 345.04	
Fortnightly ÷ 24	\$ 747.58	Yes
Monthly x 10mths	\$ 1,794.20	
Monthly x 12mths	\$ 1,495.17	

Indicate which frequency will suit you by typing yes

- Weekly (starts Mid Jan to Mid Dec)
- Fortnightly (Mid Jan to Dec)
- Monthly x 10 (Feb to Nov)
- Monthly x 12 (Jan to Dec)



Once all data has been entered into the calculation worksheet, we ask that you review your worksheet to ensure the accuracy of its data. If you are satisfied with the calculation you should email the file to [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au) for processing and confirm your registration in Payway. [Register Here](#)

The Finance team will confirm your periodic agreement with you within 10 working days. Should you have any queries regarding the calculation worksheet please direct these to Jo Caferra on [jocaferra@terrace.qld.edu.au](mailto:jocaferra@terrace.qld.edu.au).

During the course of the year your estimated fees may change as your son/s participate in various extra-curricular activities. The Finance team will advise you in September/October of any variance and will adjust your payment value accordingly and advise you of your new payment amount.

#### Finance Contact List

➤ Adam Read	Business Manager	07 3214 5292	<a href="mailto:adamread@terrace.qld.edu.au">adamread@terrace.qld.edu.au</a>
➤ Justin Dowling	College Accountant	07 3214 5202	<a href="mailto:justindowling@terrace.qld.edu.au">justindowling@terrace.qld.edu.au</a>
➤ Diana Thiele	Finance Assistant	07 3214 5445	<a href="mailto:dianathiele@terrace.qld.edu.au">dianathiele@terrace.qld.edu.au</a>
➤ Heather Cavernelis	Accounts Payable	07 3214 5201	<a href="mailto:heathercavernelis@terrace.qld.edu.au">heathercavernelis@terrace.qld.edu.au</a>
➤ Jo Caferra	Fees Administrator	07 3214 5235	<a href="mailto:jocaferra@terrace.qld.edu.au">jocaferra@terrace.qld.edu.au</a>
➤ Leanne Ralston	Assistant Accountant	07 3214 5249	<a href="mailto:leanneralston@terrace.qld.edu.au">leanneralston@terrace.qld.edu.au</a>