



Spinifex State College Mount Isa
Residential Campus



2023 Rural and Remote
Tuition and Boarding Fees

Sharing Knowledge - Creating our Future

Rural and Remote Tuition Fee Waiver

Boarding Fee Assistance

Belief

The enrolment policy for Spinifex State College - Residential Campus states:

“No eligible child will be denied a place in the boarding school because of genuine financial hardship”

This guideline/procedure outlines a process by which genuine financial hardship can be determined and appropriate arrangements made.

Application

This process will be applied to all students who apply for fee support through the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Assistance.

The Tuition Fee Waiver and Boarding Fee Assistance will be determined each year as part of the annual budget development process for the following year.

Guidelines for procedure

Options for offering a Rural and Remote Tuition Fee Waiver and/or the Boarding Fee Assistance:

There are two options for determining eligibility for Rural and Remote Tuition Fee Waiver and/or the Boarding Fee Assistance:

1. When a parent or carer presents a current means tested Centrelink Health Care Card; OR Pensioner Concession Card with the appropriate codes (see Attachment 1 – Administration Guidelines);
2. If parents or carers do not have a Health Care Card or a Pensioner Card but do possess some other form of Centrelink card or are experiencing personal circumstances causing financial hardship, they may consider applying for a Tuition Fee Waiver and/or Boarding Fee Assistance directly to the Principal.

Respect for confidentiality and family dignity

At all times, staff will respect the dignity of those seeking Tuition Fee Waivers and Boarding Fee assistance. Appropriate confidentiality will be maintained at all times.

The presentation of a valid Health Care or Pensioner Concession card will result in an automatic Rural and Remote Tuition Fee Waiver and Boarding Fee Assistance at the maximum amount (with application form).

Attachment 1

Rural and Remote Tuition Fee Waiver and/or the Boarding Fee Assistance Guidelines

What do the cards look like and what information do they contain?

Two categories of cards are eligible for the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Assistance at the maximum amount (with application form). A sample copy of each card can be seen below.

A. Health Care Cards

Must State – Health Care Card

The image shows a sample Australian Capital Territory Health Care Card. The card is yellow and green. It contains the following information:

- Header:** Australian Government Services Australia, Health Care Card
- Signature:** Signature of cardholder (with a blank space for a signature)
- Address:** AUSTRALIAN CAPITAL TERRITORY, CUSTOMER NAME, FIRST LINE ADDRESS, SECOND LINE ADDRESS, THIRD LINE ADDRESS 2600
- CRN:** CRN 111 111 111A
- Expiry:** EXPIRES 30 SEP 202X
- Dependants:** PARTNER NAME, DEPENDANT 1-6 with their respective CRNs (e.g., 112 111 112A, 112 111 111E, etc.)
- Card Start:** CARD START 30 SEP 202X JS
- Footer:** This card is NOT transferable, servicesaustralia.gov.au/healthcarecard, Issued by the Australian Government agency, Services Australia on behalf of the Department of Social Services

Callouts from the image:

- Check and note the expiry date (pointing to 30 SEP 202X)
- The Concession Code indicates the payment type under which the card has been issued. See below for eligible cards. (pointing to JS)
- The cardholder's name and list of dependents will show on the reverse side of the card. The name on the card should be that of the person *who is the parent or legal guardian of the child.* (pointing to the signature area)

Eligible cards show the parent's names and those of the students who are covered by the card. If the child is over 16 years of age he/she will be issued with his/her own card, their name will not appear on the family card.

These students are still eligible for the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Concession.

Only cards with the following codes are subject to the income and assets test and eligible for the Rural and Remote Tuition Waiver and/or Boarding Fee Concession:

- JS (Job Seeker Payment)
- PP (Parenting Payment single)
- PPP (Parenting Payment partnered)
- SPL (Special Benefit)
- CA (Carer Allowance)
- FTB (Family Tax Benefit Part A-highest rate only)
- DSP (Disability Support Pension)
- AP (Age Pension)
- FHA (Farm Household Allowance)

Health Care Cards may be issued in the name of a child who is in foster care or has a disability. These are not subject to an income and assets test and therefore ineligible for the discount.

B. Pensioner Concession Cards



Only cards with the following codes PPS are eligible for the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Assistance at the maximum amount (with application):

- AP (Age Pension)
- CA (Carer Payment)
- DSP (Disability Support Pension)
- JS (JobSeeker Payment)
- PP (Parenting Payment single)
- PPP (Parenting Payment partnered if you're 60 or older)
- SPL (Special Benefit)

Which Concession Cards are not eligible for the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Assistance:

Centrelink issues a number of cards for a variety of reasons. For some cards, the assets and income test requirements are stringent whilst for other cards it is more generous or non-existent. The aim of the fee waiver and the boarding assistance is to assist families with limited financial resources and therefore, only cards with the lower income test requirements are automatically eligible.

The tuition fee waiver and boarding fee assistance does **not** apply to ABSTUDY students who can access alternative government support.

C. Boarding Fee Assistance

Please provide an original Health Care Card and/or Pensioner Concession Card with the student's name and a current date before expiry.

OR

Complete the following Application Form and provide evidence of financial hardship. This can be determined by using the poverty line schedule to assist in consistent treatment of all applicants. Updates can be accessed at Melbourne Institute > Publications > Poverty Lines:Australia > Free download
<https://melbourneinstitute.unimelb.edu.au/publications/poverty-lines>

The application form provided by the parent/carer, should include information to determine the family income in relation to the relevant poverty line. This information will then be used to negotiate assistance, as appropriate, with the family concerned. The family will then be asked to sign the agreement to pay the schedule of fees which indicates the amount to be paid and the method of payment.

2023 APPLICATION FORM

Rural and Remote Tuition Fee Waiver and Boarding Fee Assistance

Spinifex State College – Residential Campus

Student's Name _____

Parent/Carer's Name _____

Postal Address _____

Email Address _____

Phone Number _____

Student's Date of Birth _____

TUITION FEE WAIVER

If you have a Health Care Card and/or a Pensioner Concession Card, you will automatically qualify for the Rural and Remote Tuition Fee Waiver and/or Boarding Fee Assistance. Please provide original Health Care Card and/or Pensioner Concession Card with the student's name and a current date before expiry.

Alternatively:

Write a letter of application outlining the reasons you believe your child would qualify for the Rural and Remote Tuition Fee Waiver and attach it to this application. If relevant, please attach copies of other concession cards; and make reference to the Australian Poverty Lines.

BOARDING FEE ASSISTANCE

Write a letter of application outlining the reasons you believe your family should qualify for Boarding Fee Assistance and select the amount of assistance that is required. Please attach it to this application form with any evidence. Factors to consider may be financial hardship, multiple children at boarding school, travel expenses to and from boarding school, clothing and uniform costs as well as incidental costs such as personal items and clothing.

- \$1500 Boarding Fee Assistance
- \$2000 Boarding Fee Assistance
- \$2500 Boarding Fee Assistance

Submissions for the Rural and Remote Tuition Fee Waiver and Boarding Fee Assistance are to be addressed to the Principal C/- Head of Campus, Spinifex State College – Residential Campus, either in person or via email. Should you wish to discuss the fees, please contact the Head of Campus during office hours either by phone 4745 4333 or through email resadmin@spinifexsc.eq.edu.au

JUNIOR CAMPUS

PO Box 1355
6-12 Fifth Avenue
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Tel: (07) 4740 1111

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www.spinifexsc.eq.edu.au



Spinifex State College – Residential Campus

2023 Payment Plan Agreement

Student Name: _____

Year: _____

Parent/Carer Name: _____

I agree to make the following payments towards Boarding and Tuition Fees for 2022.

Note: Students who commence part-way through the year, will be subject to a pro-rata rate for fees and, if applicable, fee waivers.

- Annual fee of \$24 500 paid through Abstudy or AIC, Direct Debit or BPoint. This is broken down into the following:
- Term 1 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 2 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 3 fees \$6125.00 in full payable by Abstudy and AIC time lines
 - Term 4 fees \$6125.00 in full payable by Abstudy and AIC time lines

Parents and Carers of Abstudy and AIC Students who do not receive full benefits, may apply for the following:

- Application for Rural and Remote Tuition Fee Waiver
 Application for Boarding Fee Assistance

I understand that the following Student Contribution Fees are not covered by Abstudy or AIC funding and need to be paid by the student's parents /carers. Centrepay can be used to make regular payments for these fees or discussions can be made to arrange a Payment Plan.

- Bond \$200 (applicable to new students)
 Student contribution fees \$445 (or as discussed at enrolment interview)

I have discussed a payment plan with the Head of Campus. Following are the details mutually agreed upon:

I acknowledge that I have read and understand the Department of Education's Debt Management Procedure (see attached document). Schools are required to follow the Department of Education's Debt Collection process. This process will occur should I not meet my financial commitments to Spinifex State College – Residential Campus

It is my responsibility to ensure that my student's fees (Boarding Fee, Tuition Fee and Student Contributions) are up-to-date and that the late or non-payment of monies, subsidies or allowances from government and external sources must be made up by the parent/carers.

I understand that if I am unable to meet a payment obligation, I need to consult the Business Manager on 47454333 to discuss the possibility of alternate arrangements. If suitable arrangements cannot be made, I understand that I may be requested to withdraw my student from the residential boarding facility.

Parent/Carer Full Name

Parent/Carer's Signature

Date

School Principal/Delegate Name

School Principal/Delegate's Signature

Date

Dear Parents/Carers

In 2019, the State Government made changes to State Boarding Schools so that we all operate under very similar policies and procedures. As a result of that, there are certain fees which must be paid upon acceptance of enrolment and upon arrival at the Spinifex Residential Campus.

1. Please ensure you have a phone number that we can contact you on 24 hours a day, 7 days a week.
2. If you have access to email, we would like to have this information to help us to communicate with you. Please supply a valid email if you have one.
3. Please note that all students will require a bank account and a key card in their name. You will have to organise a bank account for your student.
4. I would also like to ensure you understand that students may have one (1) mobile phone at the Residential Campus but it is a privilege, not a right. If the Responsible Use of Technology policy is not followed, students may not be permitted to have phones in the Residential Campus and parents will be contacted about this. Please reinforce the importance of using their phones appropriately or face the possibility of not having one at the Residential Campus. We also do not take any responsibility for loss or damage to phones or devices such as lap tops. Students need to complete a contract at the beginning of each year and need to come with the serial number and the SIM number of the phone.
5. All students have KING SINGLE beds with bed linen provided. Students will no longer have to carry these bulky items in their luggage to and from the Residential Campus each term. They will still need to provide their own pillow and bath towel as listed on the essential items list.
6. The following fee structure will be applied to all students upon commencement at the Residential Campus. These fees must be paid before starting. Should you wish to discuss the fees, please contact the Head of Campus during office hours either by phone 4745 4333 or through email resadmin@spinifexsc.eq.edu.au
7. Upon commencement, all students must provide or purchase all of the items in the table on the next page. No students can start their boarding placement without these essential items. You need to complete the sheet so you can be invoiced for the fees. This can also be completed with the Residential Staff at the time of the Enrolment Interview. If you choose not to purchase the hygiene packs, you need to have the products on the day of commencement. The Residential Campus is not responsible for providing any of these items and Abstudy and AIC do not provide any funding for these items.
8. A bond of **\$200** is required to be paid by each student, in case of damage. It is fully refundable at the end of the boarder's stay if there is no damage or outstanding fees.

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9. There is a Pharmacy Fee of **\$60.00** which covers costs of items that may be required from the Pharmacy such as prescription medication. You may be asked to top up the balance if it becomes low. Additionally, any money not used in one year, rolls over into the next year. This money is fully refundable by application when the student is no longer a boarder at Residential Campus.
10. All students must have a Res Polo when they represent the Residential Campus on outings or activities such as shopping. This acts as a safety mechanism for staff to see students and for identification of students. The cost of the Res Polo is **\$55.00**.
11. A transport fee of **\$125.00** is charged to take students to activities, appointments, shopping or other events not associated with going to and from school. The alternative to this fee is that students will have to be taken to events, appointments and so on through transport the parent/carer organises at their expense.
12. The cost of the stationery pack is voluntary. The stationery pack can be purchased through the Residential Campus at a cost of **\$60.00**. These Students will get stationery top-ups and a new stationery pack each semester for the price provided. The alternative is for the parent/carer to provide the required stationery items themselves.
13. When attending the Enrolment Interview, we will request the following documents and cards.

Please bring these with you so that photocopies can be made and kept on your student's file.

- Birth Certificate
- Medicare Card
- Health Care Card
- Private Health Membership Card
- Paperwork showing USI Number (if applicable)

Yours sincerely

Cath Jeffrey
Head of Campus
Spinifex State College Mount Isa - Residential Campus

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NEW STUDENT CONTRIBUTION FEES

STUDENT NAME _____

GRADE _____ (2023)

STUDENT BOARDING COSTS			
Student Bond – payable upon <i>arrival</i> at the Residential Campus			\$200.00
SUBTOTAL			\$200.00
School Uniform - Summer	Shirt \$37, Shorts \$27 & Hat \$21	Total \$85.00	\$85.00
	Shirt \$37 & Shorts \$27 <i>NOTE: Grade 7's have a hat included in their school fees</i>	Total \$64.00	
School Uniform - Winter	Jacket \$65 & Pants \$55	Total \$120.00	\$120.00
Pharmacy Account			\$60.00
Residential Polo			\$55.00
Residential Transport Fee			\$125.00
SUBTOTAL			\$445.00
OTHER ITEMS TO BE ADDED IF PARENT/CARER WILL NOT BE BRINGING THEM WITH STUDENT			
Stationery Pack Includes Exercise Books, Folders, Pens, Pencils, Coloured Pencils, Highlighter, Ruler, Scissors, Sharpener, Eraser, Glue Stick, Calculator, USB Stick, Pencil Case		\$60.00	
Toiletry Pack (includes items 1-10)		\$50.00	
Essential Toiletry Items	1. Toothbrush	\$3.00	
Select which items are required	2. Toothpaste	\$4.00	
	3. Shampoo	\$6.00	
	4. Conditioner	\$6.00	
NOTE: PRICES ON TOILETRY ITEMS ARE SHOWN AS A GUIDE ONLY AND MAY VARY. ITEMS ARE PURCHASED FROM KMART AND WOOLWORTHS AND SAVINGS ON 'SPECIALS' ARE PASSED ON TO STUDENTS FOR ITEMS PURCHASED.	5. Roll-On Deodorant	\$4.00	
	6. Body Wash	\$6.00	
	7. Hairbrush	\$5.00	
	8. Disposable Razors (pack 5)	\$5.00	
	9. Body Lotion	\$6.00	
	10. Washing Powder (for personal items)	\$5.00	
	11. Hygiene products (pack of 12)	\$5.00	
SUBTOTAL			
TOTAL			



Debt management procedure

Version: 4.1 | Version effective: 30/01/2020

Audience

Department-wide and customers of the department

Purpose

To communicate to the Department of Education's (the department's) staff and customers departmental debt management processes to ensure that the department: recovers amounts owing to it to maximise its revenue base and therefore the services that it can provide to customers, and; complies with all statutory obligations.

This procedure applies where invoices are issued and not paid by the due date. It does not apply to fees that are required to be paid in advance of services being delivered (e.g. international student tuition fees).

Overview

Debt collection options available to the department may include:

- contacting the debtor by telephone, email or other methods available
- issue of overdue notices
- repayment agreements
- withdrawal of credit facility (temporary or permanent)
- referral to Integrity and Employee Relations Unit (current DoE employees only)
- referral to an external third party collection agency
- referral for legal action.

Responsibilities

Principals

- Ensure that invoices are accurately recorded in the school finance system and can be substantiated.
- Follow the debt management process outlined below and the [information on OnePortal](#) (DoE employees only) in relation to overdue invoices raised by the school.

- May use discretion to exclude students from optional, non-curricular activities where a parent has an outstanding debt with the school.
- Approve write off of debts as per the [finance delegations](#).
- Maintain records and supporting documentation for the written off debts.
- Request approval from the Regional Director before submitting non-student related debts to Finance Branch for referral to an external debt collection agency.
- If the debt is approved for referral, approve costs associated with external debt recovery or legal action; to be borne by the school.

Regional Director

- Approve requests from principals to submit non-student related debts to Finance Branch for referral to an external debt collection agency.

Finance Branch

- Follow the debt management process outlined below for invoices raised in the corporate finance system.
- Refer disputed invoices to relevant business units for timely resolution.
- Request approval from relevant business units for costs associated with referring debts to an external debt collection agency.
- Request approval from delegated officers to pursue legal action if applicable.
- Manage the referral of debts to external debt collection or legal action on behalf of schools and business units, including Department of Education International (DEi).
- Request approval from relevant delegated officers and committees to write off debts.
- Maintain records and supporting documentation for the written off debts.

Business Units

- Ensure that invoices are accurately recorded and can be substantiated.
- Resolve any disputes over invoices in a timely manner.
- Approve any costs associated with referring debts to external debt collection agency or legal action; to be borne by the business unit.
- Approve write offs as per the finance delegations.

Process

1. Monitor unpaid and partially paid invoices passed the due date, at least monthly.
2. Follow prescribed debt management processes which include:
 - issuing overdue notices to debtors for unpaid invoices
 - recording and documenting all conversations and correspondence with a debtor during the debt recovery process

- resolving any disputes regarding payment of invoices in a timely manner and notifying the debtor of any resolution or outcome
 - negotiating a payment plan for debtors that are unable to pay their invoice, in total, by the due date, after assessing their ability to pay
 - exercising discretion when determining whether to exclude a student from an optional, non-curricular activity where a parent has an outstanding debt with the school.
3. Payment plans must be in writing (email is sufficient) and be approved by:
 - an officer designated as 'Director' or above in central office
 - an officer designated as 'Manager' or above in DEi
 - an AO4 officer or above in the Accounts Receivable and Banking team in Finance Branch
 - a Regional Director or Deputy Regional Director
 - a Principal or Business Manager in a school.
 4. Refer debts to an external debt collection agency for recovery (non-student related debts and debts relating to fee-paying international students only).
 5. Pursue legal action for non-student related debts if applicable, where debt collection options have been exhausted or in the case of deceased estates.
 6. If the debtor is also a vendor, the department may, with the debtor's written permission, offset any doubtful debts against the amount payable.
 7. Regularly review older debts and potential bad debt. Write off debts older than 180 days that are deemed uncollectable in accordance with the [finance delegations](#).
 8. Retain records and supporting documentation for the written off debts as per the department's [Records Retention and Disposal practices](#) (DoE employees only).

Definitions

Term	Definition
Business units	Departmental units in central and regional offices excluding schools.
Debt	A sum of money that is owed or due.
Debt recovery	The process for making people or organisations pay the money they owe to the department.
Debtors	A person or organisation that owes money.
External debt collection agency	An external company or organisation that undertakes debt recovery processes on behalf of the department.
Non-student related debt	A debt incurred that does not relate to a student.

Term	Definition
Student	<ol style="list-style-type: none"> 1. A person enrolled at a state school but not a person who is also enrolled at a non-state school unless the person's enrolment at the state school preceded the person's enrolment at the non-state school; <p>OR</p> <ol style="list-style-type: none"> 2. A person who is a pre-preparatory age child registered in a pre-preparatory learning program at a prescribed State school; <p>and who is:</p> <ol style="list-style-type: none"> 3. An Australian citizen or permanent resident; <p>OR</p> <ol style="list-style-type: none"> 4. The child of an Australian citizen or permanent resident. <p>DEI customers are not classified as students for the purpose of credit provision or debt collection processes.</p>
Write off	A loss resulting from cancellation of a debt that is deemed unrecoverable.

Legislation

- [Financial Accountability Act 2009 \(Qld\)](#)
- [Financial and Performance Management Standard 2019 \(Qld\)](#) (s13)

Delegations/Authorisations

- [Finance Delegations](#)

Policies and procedures in this group

- [Revenue policy](#)
- [Credit procedure](#)
- [Requests for Voluntary Financial Contributions procedure](#)
- [Student Resource Scheme \(SRS\) procedure](#)

Supporting information for this procedure

- Nil

Other resources

- [Management of salary related overpayments procedure](#)
- [User charging procedure](#)

- [Debt management](#) (DoE employees only)
- [Australian Securities and Investments Commission \(ASIC\) Debt Collection Resource](#)
- [Record retention requirements](#) (DoE employees only)

Contact

For further information, please contact:

Finance Branch

Email: debtmanagement.finance@qed.qld.gov.au

Review date

8/07/2022

Superseded versions

Previous seven years shown. Minor version updates not included.

2.0 Debt Management

3.0 Debt Management

4.0 Debt management

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