

ACU Centre for Liturgy Information about Fees (January 2021)

ACU Centre for Liturgy offers a range of specialised programs, in-services, workshops, seminars, presentations, research services, product development and consultations to Dioceses, parishes, Catholic Education Offices, schools, and other entities.

The Centre charges fees for our programs and services, operating on a not-for-profit basis consistent with Australian Catholic University's constitution. We are committed to providing our services at a reasonable rate.

ACU Centre for Liturgy will always explain the fees we charge for services so that you understand what our services will cost before committing to them, and we encourage you to contact the Centre to discuss your needs and request a quote (centreforliturgy@acu.edu.au). Our staff will be pleased to help you.

In consonance with ACU's mission, the ACU Centre for Liturgy may waive or reduce presentation fees if cost is a barrier to participation in its programs.¹ The cost of travel and accommodation² of Centre staff is to be covered by the client requesting the Centre's services. Such costs will be minimised wherever possible.

Preparation Time

Depending on the nature and scope of the presentation or service requested, it may be necessary for the ACU Centre for Liturgy to charge a fee for preparation time. This fee will be based on an hourly rate which we will explain clearly to you so that you have a reasonable estimate of the 'preparation time' fee.

- If the workshop/presentation/seminar has been presented previously and requires no major adjustments to re-present, no additional preparation fee will be entailed.
- If the workshop/presentation/seminar is a new topic requiring considerable research and development or is a previously presented topic which requires considerable adjustment, an additional 'preparation time' fee will be entailed.
- A current list of previously presented workshops/presentations/seminars/etc. is available on the ACU Centre for Liturgy [webpage](#).
- A detailed quote for each presentation request will be provided upon application to the Centre.

¹ A decision to waive or reduce fees for ACU Centre for Liturgy programs or services is made at the discretion of the Director, upon application, and may not always be possible.

² Depending on the nature, location and duration of the program or service provided by the Centre, such costs may include: presentation/workshop/seminar fee, airfares, accommodation, transfers/taxis, parking at airport, incidental costs (such as meals or other essential items required to enable the Centre presenter to complete his/her presentation. These will only be incurred if essential.) For insurance purposes, travel bookings for ACU staff must be made through ACU's travel agent, Campus Travel, which often has access to less expensive fares than are available to members of the public. A quote for the cost of economy flights will be provided upon application to the Centre in the course of negotiating the Centre's services. Accommodation bookings for ACU staff must be made through ACU's travel agent, Campus Travel, which often has access to less expensive hotel prices than are available to members of the public. Accommodation costs vary considerably according to location. A quote for the cost of accommodation will be provided upon application to the Centre in the course of negotiating the Centre's services.

Presentation Types

Travel time and the usual preparation time needed to adjust presentations to particular client needs are included.

- A **1-hour presentation** (cost varies depending on group size)
- A **2-hour workshop** (cost varies depending on group size)
- A **3-hour presentation/workshop** (cost varies depending on group size)
- A **whole-day workshop/seminar** (approx. 6 hours) (cost varies depending on group size)
- A **keynote address** (cost varies for a large conference/small conference)
- A **public lecture** (cost varies for a large group/small group)
- A fee for a **parish/school audit** or extensive consultation, product development or research project will be negotiated on a case-by-case basis

Please contact us to discuss your needs and request a quote: centreforliturgy@acu.edu.au

Technology

The Centre for Liturgy has a laptop and data-projector which can accompany the presenter (if requested) at no extra cost.

Availability of Presenters

While every effort will be made to ensure that a specific presenter from the ACU Centre for Liturgy staff undertakes a workshop/presentation/seminar, depending on availability and commitments, on occasion, another fully-qualified member of Centre staff may be asked to undertake the workshop/presentation/seminar in his/her place. Substitution of a presenter will not result in any change in the schedule of fees charged by the ACU Centre for Liturgy.

Cancellations

If a scheduled presentation is cancelled by the client after flight and accommodation bookings have been made, clients may be asked to cover the cost of cancellation of booking fees (such as in the case where a flight cannot be rescheduled).

Invoicing

Australian Catholic University's Finance Office will send an invoice directly to the client. Terms, conditions and methods of payment will be detailed on the invoice.