

# School Fee and Levy Policy

St Patrick's Catholic Primary School aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their child/children.

Fees and Levies collected at St Patrick's Primary School are used for the following purposes which are aligned to the Vision and Mission of the School.

- Provide Teaching, Administrative, Classroom Support and Facilities staff
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements and support of the St Patrick's Primary School building debt

The St Patrick's Primary School Parents and Friends Association also collects a levy through the School fee structure.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal and/or Finance Secretary for further information concerning the concession application process.

## Issuing of Accounts

- School fees and levies are charged on a term basis in accordance with the School Fees and Charges listing (available on our website [www.stpatsnanango.qld.edu.au](http://www.stpatsnanango.qld.edu.au)) and comprise the following charges:
  - Tuition Fee
  - Capital Levy
  - Resource Levy
  - P&F Association Levy
  - Camps or any other charges applicable to a student activity are not covered in the above charges
- A due date is listed on the account and parents are required to make payment by this due date unless a special arrangement has been made with the Principal and/or Finance Secretary
- A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place

## Methods of Payment

- Direct Debit (via ADF or Centrepay)
- BPay
- EFTPOS – debit or credit cards at the Office
- Debit or credit cards via telephone contact with the Office
- Cash at the Office

### Payment Plans

St Patrick's offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All payment plans must address the school fee account so that the account is cleared in full by the end of the year or as negotiated with the Principal and/or Finance Secretary.

### Concessional Fees

In cases of financial hardship, a family may apply to St Patrick's for a concession. Concession applications are accepted at the commencement of each year, the commencement of enrolment (if mid-year) or when the hardship within the family is experienced. Concessions are issued for a maximum period of 12 months within a calendar year and subsequent periods will require a new application.

A compassionate and just approach under the mission and values of St Patrick's and Brisbane Catholic Education is used when reviewing applications. The application process takes into consideration all income to the family as well as housing costs (rent, minimum mortgage payments, rates, home insurance) when assessing eligibility for concessions. Special circumstances that may cause financial hardship will also be considered on an individual basis

Concession Application Forms are available at the office.

All matters are dealt with on a confidential basis.

### Payment Difficulties

Sometimes an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the School as soon as possible, preferably before the due date. The School may be able to offer some assistance such as extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

### Overdue Accounts

Every effort will be made by the School to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This may include contact via email, telephone or letter.

Should a family fail to respond to these contacts and fail to negotiate a payment schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal and/or Finance Secretary may also be referred to a debt collection agency.

### New Students Entering the School

- New students entering the School after the commencement of a term will be charged on a pro-rata basis for remaining weeks of a term. The invoice must be paid by the last week of the term.

### Students Leaving the School

- Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.
- Exited families must settle any outstanding fees within four weeks of exiting St Patrick's unless a payment arrangement has been negotiated and approved by the Principal and/or Finance Secretary. Any family failing to settle the account or negotiate a payment plan may be referred to a debt collection agency.
- Should an exited family default on a repayment arrangement, the account may be referred to a debt collection agency for recovery action.

### Extended Leave / Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences and the existence of any students on waiting lists.

Further information regarding the issue and payment of school fees can be obtained by contacting the School.