

FEE PAYMENT AND COLLECTION POLICY

St Paul's School is part of the Brisbane Catholic Education System. The system supports each school in the archdiocese in a variety of ways. One of the most significant is related to staffing. Teaching and support staff are located within our schools, based at supporting schools or at our Catholic Education Centre. Government grants subsidise staffing costs in part. The balance comes from school fees, school levies and school fundraising.

Tuition Fees 2018

	One Child	Two Children	Three Children
Tuition Fees	\$ 800.00	\$1,010.00	\$1,010.00
Capital Levy	\$ 160.00	\$ 160.00	\$ 160.00
Resource Levy	\$ 110.00	\$ 220.00	\$ 330.00
Swimming Levy	\$ 90.00	\$ 180.00	\$ 270.00
Excursion Levy	\$ 60.00	\$ 120.00	\$ 180.00
Total (Per Month)	\$ 122.00	\$ 169.00	\$ 195.00
Total (Per Year)	\$1,220.00	\$1,690.00	\$1,950.00

The fees and levies collected at St Paul's School are for the following purposes, which are essential in providing a high quality of education for your child/children -

- provide teaching, administrative and ground staff
- provide essential resources, materials, facilities and equipment
- maintain buildings, grounds and other facilities.

Issuing of accounts

School fees are issued at the commencement of each month, usually in the first week. The statement will show the following:

- **Single Child Fee or Family Fee** – which is the tuition fee, charged to educate your child/children.
- **Capital Levy** – used to maintain or provide new buildings and ground enhancements.
- **Excursion Levy** - used to fund class/school excursions.
- **Resource Levy** – which is used to purchase educational resources.
- **Swimming Levy** - covers the cost of our Swimming Program which is usually held in term 4 of each year.

Parents are asked to pay the account by the due date shown on the account. Please see the following page for the options available to you should you not be able to pay your account by the due date.

- A discount of 5% off the full annual school fee is available if paid in advance by week 4 of the school year.

Methods of payment

Payment may be made by cash (always pay in person and obtain a receipt) or Eftpos. For your added convenience Direct Debit, BPay and CentrePay facilities are available.

Reminder notices

An Account Rendered – Reminder Notice is forwarded for accounts **that are unpaid after the due date**. Should accounts continue to remain outstanding, a member of the Administration Team will make contact to discuss the outstanding fees. A final notice will then be sent giving a further two (2) weeks to pay. Our normal procedure is to apportion the payment made against all fees and levies shown on the original account.

Payment difficulties

Sometimes, for very good reasons that are usually out of our control, 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. We will then be in a position to offer some assistance such as of 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.

Concessions

In cases of financial hardship the School will consider offering a concession. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as housing costs eg rent or mortgage.

Overdue accounts

It is easy to overlook an account in the rush of everyday life and for this reason **we send an Account Rendered – Reminder Notice for unpaid accounts after the due date**. If you are experiencing difficulty in paying your account, please contact the School as soon as possible. We will then be in a position to assist you.

On occasions **people fail to pay their account, do not respond to reminder notices and do not contact the School** to make alternate arrangements. **In these instances the School is reluctantly forced to consider engaging the services of a professional debt collection agency.**

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. **Once accounts have been handed to the debt collection agency, the matter effectively passes out of the School's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.**

Further information

Should you require further information, please feel free to contact the School during office hours 8:00am – 3:30pm Monday to Friday.

FEE CONCESSIONS

Policy and Procedure

1. Families wishing to apply for fee concession should do so on the form "Application for Concession Fees" obtainable from the school office.
2. Parent/s or guardian/s requesting a fee concession must provide evidence of gross income, and housing costs. Payslips and Centrelink statements are acceptable evidence of income. Rental receipts, bank society statement and rate notice as evidence of housing costs.
3. Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.
4. Parent/s or guardian/s will be notified by letter and will be requested to contact the school to sign an "Adjusted Financial Arrangements" form.
5. If there is a perceived problem on the part of either party, an interview will take place.
6. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
7. Once a fee concession is granted, it is essential this commitment is honoured in full and on time. If family circumstances change the school must be informed.
8. Concessions are granted for the current school year. A new application is to be submitted each year.
9. The school is willing to arrange a different method of payment e.g. weekly, direct debit etc, if this is a help to the individual family.
10. Unless prior arrangements have been made, the school expects that agreed fees be paid by the due date. If there is a problem with meeting this deadline, a letter of explanation should be sent to the Principal.