



SCHOOL FEES POLICY

Fee Collection and Payment Policy

A condition of enrolment at St Brigid's Catholic Primary School is that all families who enrol at the school will invest financially in the education of their student. There is an expectation of regular payment of school fees and levies as they become due as clearly stated in this policy for enrolment and at the enrolment interview.

The fees and levies collected at St Brigid's are used for the following purposes which are essential in providing a high quality Catholic education for your child/children.

- Providing teaching, administrative and grounds staff
- Providing essential resources, materials, facilities and equipment
- Providing an environment desirable for effective learning (e.g. air conditioning)
- Maintaining buildings, grounds and other facilities
- Providing activities and excursions conducive to enriching the curriculum

Issuing of Accounts

School fees are issued at the commencement of each term. The statement will show the following:

- School fees –the tuition fees charged to educate your children
- P&F Levy –charged by the P&F Association to provide other resources which will benefit your children at school.
- General Activities levy –excursions, incursions, and some transport. This levy does not include camps or Canberra trip.
- Capital levy –loan repayments and building maintenance
- Technology levy which is used to pay for the upkeep of our electronic devices

The above described fees, funds and levies while being a yearly fee are charged over four terms.

It is expected accounts will be paid by the due date shown on the account. By signing Acceptance of Financial Obligation section of the Confirmation of Enrolment form, you are accepting legal responsibility for payment of all fees and levies charged by the school.

Methods of payment

Payment may be made by cash, cheque, Eftpos, Direct Deposit or by Direct Debit.

Payment Difficulties

Sometimes, for very good reasons that are usually out of your control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the school office as soon as possible, preferably before the due date. We will then be in a position 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. This will only happen following a meeting with the Principal and when criteria set for concession by Brisbane Catholic Education are met.

Concessions

Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each school year. The assessment process takes all income into consideration including wages, youth allowance, Centrelink payments and takes into consideration housing costs ie rent or mortgage.

Overdue accounts

Reminders will be given to those families whose accounts are overdue. Should accounts continue to remain outstanding, a member of the Administration Team will make contact to discuss the outstanding fees. If you are experiencing difficulty in paying your account, please contact the Principal to arrange an interview as soon as possible. We will then be in a position to help you.

On rare occasions, people fail to pay their account, do not respond to reminder notices and do not contact the school to make alternate arrangements. In this instance the school is reluctantly forced to consider engaging the services of a debt recovery agency or legal action.

Please be aware that additional charges will be incurred once the account has been handed to the debt recovery 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. The school retains the authority to exclude students where there is ongoing and unresolved non-payment of school fees. The school will also on-charge any costs to debt recovery to the payee.