



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

FEE STRUCTURE AND POLICY

This document contains important information about your responsibilities in relation to school fees and levies. Please read carefully and if you have any questions contact the Finance Secretary.

School Fees Structure and Policy

INTRODUCTION

St Joseph's is committed to providing an inclusive, quality Catholic education to all students. St Joseph's receives funding from both State and Commonwealth authorities, however, we rely heavily on parent fees to cover expenses and payment of fees is vital for the School to remain economically viable and stable.

LEVEL OF SCHOOL FEES

We will always seek to balance affordability with the cost of providing a quality education as expected by parents, the Parish and the wider community. Fees & Levies are subject to an annual review by the School Board to ensure that they are kept to the minimum level possible. Please note that fees are subject to change at any time; where possible, notification of any change will be communicated to parents/guardians in advance. Each year a School Fees Pack is produced and issued to all families.

SCHOOL FEES STRUCTURE

'School Fees' comprise of a number of fees and levies which are outlined below. Discounts are provided to siblings who attend St Joseph's Catholic Primary School at the same time. The discount is given on the base Tuition Fee only. Refer to the "School Fees & Levies" contained in the School Fees Pack for the current fees and levies.

Enrolment Fee

St Joseph's does not charge an Enrolment Fee.

Confirmation of Enrolment Deposit

A Confirmation of Enrolment Deposit of \$100.00 is required on completion and lodgment of the Confirmation of Enrolment Form. Upon commencement of the student at school the deposit will be deducted from fees. The deposit is non-refundable should the child not take up the position.

Tuition Fees, Family & Student Levies

Tuition fees and levies are generally referred to as "School fees". School fees will vary depending on circumstances. Discounts are offered depending on the number of children attending the school at the same time. School fees include the cost of tuition and resources including classroom stationery, photocopying, art and craft items, science materials, general class resources, general technology, as well as, covering the cost of swimming, sport, incursions and excursions.

School fees do **not** include:

The purchase of back to school booklists, uniforms, personal stationery, optional programs e.g. band, instrumental music, hire of musical instruments, school photos, extra-curricular activities, specialist fees, one to one laptop program. Camp expenses are also **not** included in school fees and are notified separately.

SCHOOL FEES STRUCTURE CONT'D

School Building/ Capital Levy

This levy is charged per family each term. The levy enables us to pay our school building loans, for building maintenance, as well as, plan for future facility improvements. **The Capital Levy is a mandatory payment.**

Parents & Friends (P&F) Levy

Each term the school collects a levy per family on behalf of the P&F Association. The P&F Assoc. provides a vital role in developing and fostering community. Rather than conducting constant fundraising activities the P&F conducts one major fundraising event per year – the School Fete. The proceeds from the Fete and any other activities are used to support the school in achieving its annual goals.

Included in the levy is an annual fee payable to the Parents & Friends' Federation of Queensland.

Additional Costs

- **Camps**

Camp expenses are not included in school fees and are invoiced separately. The following camps are conducted annually:

⇒ Year 4 camp

⇒ Year 5 camp

⇒ Year 6 Canberra Tour

All students are expected to attend camps.

- **Prep Resource Levy**

This levy is in lieu of a booklist. The levy is charged per student in the first term of school.

- **Year 1 Resource Levy**

This levy is in lieu of stationery. The levy is charged per student in the first term of school.

- **One to One Laptop Levy**

This levy is charged for the provision of a laptop for students in Year 4, Year 5 and Year 6. The levy is charged per student **each term** of school. Use of personal laptops at school is not permitted.

- **Band Levy**

Students from Year 3 can choose to join the School Band. A specialist Band Teacher is employed by the school to teach students. School has a limited number of instruments available for hire. Students may use their own instrument but it must be approved by the Band Teacher. The Band levy and any instrument hire costs are charged per student **each term** of school.

PAYMENT OF SCHOOL FEES

Enrolment and acceptance of students at St Joseph's Catholic Primary School carries with it an obligation by parents/guardians to pay all school fees.

Therefore, it is the responsibility of the parent(s)/guardian(s) accepting the enrolment of their child/children at St Joseph's Catholic Primary School to meet their commitment to the school fees.

The school relies on the prompt payment of fees & levies in order to meet our commitments and to manage our cash flow. To enable this to be done effectively all families have a responsibility to pay their fees in a timely manner, failure to do so will result in a review of the enrolment. A School Fees Pack will be issued to all families at commencement of Term 1 – the pack will contain a Direct Debit Request form. All families are asked to complete the Direct Debit form and return it to the School Office by week 2 of Term 1. Payment options are:

- 40 weekly payments
- 20 fortnightly payments
- 10 equal monthly payments
- 4 quarterly payments
- 1 annual payment in advance

If these options are not suitable parents/guardians should contact the Finance Secretary to arrange an alternative Payment Plan. To assist you in calculating weekly, fortnightly, monthly or quarterly payments there is a ***Fees and Frequency Calculator*** on the St Joseph's Parent Portal.

School fees are invoiced four times a year at the commencement of **each term**. Statements are emailed to families usually by the fourth week of the term. Where an email address is not held statements may, where necessary, be mailed. It is important that the School Office is notified of any change of email or postal address. Parents and guardians are responsible for keeping the school informed of their current email and postal address.

All school fees, levies and charges are due and payable within **14 days of the issuance of the Fee Statement**, unless alternative payment arrangements have been made with the Finance Secretary or Principal.

FINANCIAL RESPONSIBILITY

On enrolment parents/guardians accept financial responsibility for fees. There are three options as to how Financial responsibility can be set up:

1. Joint and Several financial responsibility- this option should be selected when a student has been enrolled by two parents/guardians.
2. Sole financial responsibility – selected by single parents/guardians
3. Split financial responsibility – can be selected when families are split and two separate accounts are required.

An explanation of the options is available on request. **The option selected must be approved by the school.** Changes to financial responsibility must be requested by completing a Change in Financial Obligation Form and a Termination of Financial Obligation Form which the School will review and advise whether the change has been approved.

CONCESSIONS

Where there are genuine financial hardship families may wish to apply for a concession on tuition fees. Concessions must be applied for on the "Application for Concession" Form and forwarded to the Finance Secretary for assessment. Concessions are means tested in line with the Federal Government Poverty Guidelines with the process taking into consideration all income including wages, Government allowances e.g. Centrelink payments and allowances, other income, as well as, housing costs e.g. rent or mortgage. Concessions are not ongoing and applications must be resubmitted at the commencement of each new school year.

REFUNDS

Refunds are not given for non-attendance of school events e.g. excursions, swimming. Refunds on prepaid events such as camps are not automatic. Refunds will be considered for sickness or injury on a case-by-case basis and will be dependent on whether the school is able to recoup the costs from suppliers.

NOTICE OF WITHDRAWAL OF STUDENTS

Parents are required to give written notice (verbal notice is not acceptable) to the School if a student(s) is to be withdrawn from the School. At least two weeks 'term time' notice (i.e. fourteen days of term time in which the student is to be withdrawn) is required. Fees and levies for the two-week withdrawal period will be forfeited should the student not attend school during the notice of withdrawal period. Should inadequate notice of withdrawal be provided fees and levies for a two-week period will be charged from the date the student is withdrawn.

Notice of withdrawal for the following year must be received no later than 2 weeks prior to the end of Term 4. This requirement does not apply to students leaving at the end of Year 6.

OVERDUE ACCOUNTS

If you are unable to pay fees by the due date you are required to contact the School Finance Secretary as soon as possible so we are aware of your circumstances. We are mindful of the sacrifices made by families to meet school fees and as such will work with families where there is genuine hardship or extenuating circumstances. If we are aware of your situation we may be in a position to assist you either through a concession or payment plan.

Unfortunately, there are situations where people fail to pay their account and do not contact the Principal or Finance Secretary to negotiate alternative arrangements. In such instances all reasonable steps will be taken to collect unpaid fees, however, it should be noted that the continuing enrolment of the student(s) may be reviewed and the debt handed to our Debt Collection Agency.

Outstanding fees remain a debt owing to the school when the family leaves and may be handed to our Debt Collection Agency for recovery which may entail the initiation of legal action. It should be noted that there are costs associated with the instigation of debt recovery.