



## **School Fee Policy**

The following information will outline the structure and components of school fees, the purpose of fees and the areas of the school's operation in which these funds are applied, and the policy in relation to payment of fees and methods of payments.

Fees and Levies collected at St Augustine's Parish Primary School are used for the following purposes which are aligned to the Mission of the school to:

- Provide teaching, administrative, classroom support and facilities.
- Provide essential resources, materials, facilities, and equipment.
- Assist with providing activities such as excursions.
- Support St Augustine's Parish Primary School building program.
- Maintain buildings, grounds, and other facilities.

St Augustine's Parish Primary School charges a 'Special Levy – Parents and Community' to support the initiatives of the parents and community within the school.

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 or Finance Officer for further information concerning the concession application process.

## **School Fee and Levy Collection Process**

1. School fees and levies are charged on a **term** basis during the first week of the term in accordance with the School Fees and Levies Schedule (available on the Parent Portal).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

- a. **Extension of Time**  
If an extension is required, please contact the school finance office prior to the due date.
- b. **Payment Plans**  
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal or Finance Officer.
- c. **Fee Concession**  
In cases of financial hardship an application may be made for a fee concession.

(i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Concessions should be received by the end of Term 2 where possible, else they may not be able to retrospectively be applied for the full year. Consideration for a subsequent 12-month period will require a new application.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Augustine's Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

(iii) Concession application forms are available at the school finance office.

Paperwork Required – Payslips, PAYG statements, ATO Assessments, Mortgage/Rent payments, Bank Statements

If circumstances change, the applicant should arrange a meeting with Finance ASAP

(iv) All matters are dealt with on a confidential basis.

### **3. Recovery of unpaid fees**

In fairness to families who pay their school fees regularly and on time, St Augustine's Parish Primary School will follow up all overdue school fee accounts.

- a) A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b) If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c) If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school debt collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by St Augustine's Parish Primary School.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

## **Agreed Payment Plans**

As mentioned in point 3b above, our school offers families the opportunity to pay the school fee account by regular installments over the year. All agreed payment plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Principal or Finance Secretary. To establish an Agreed Payment Plan, forms are available from the school's finance office.

## **Late Start Enrolment**

New students entering St Augustine's Parish Primary School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

## **Withdrawal of Enrolment**

Please complete our Termination of Enrolment Form and lodge it at the Office.

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.

Student textbooks, library books and laptops and all accessories are to be returned to the school. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

## **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 college, the number of previous leave occurrences, the existence of student waiting lists.

**For further clarification regarding the above school fee and levy collection process, please contact the school's finance office.**

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