



# St Peter Chanel

Catholic Primary School, The Gap

## School Fees and Levies Policy

### Policy Statement

At St Peter Chanel School we believe that educating and developing our children is enhanced when our staff, students and parents / carers coexist in positive collaborative relationships of shared responsibility.

We therefore encourage and facilitate active participation by parents in the education of their children, work closely and co-operatively with the parish, support our staff to foster a culture of teaching excellence, and develop in our students the ability to be effective and productive members of their immediate and broader communities.

### Rationale and Guiding Principles

The purpose of this policy is to provide all members of the school community with information regarding Fees and Levies.

In accepting enrolment, all parents are considered to be giving a firm undertaking that they accept and support the life, nature and identity of St Peter Chanel School, which includes a commitment to the payment of fees. These fees are essential to supplement government funding and to ensure that the financial commitments and operating costs of the school are met. Fees and levies assist in the provision of areas such as:

- Teaching, administrative and classroom support
- Essential resources, materials and equipment
- Services such as rates, water, electricity and telephone
- Maintenance of buildings, grounds and other facilities

School fees are reviewed annually in consultation with the School Board and Parish Finance Committee, and with respect to advice provided by Brisbane Catholic Education each year.

It is a matter of justice to all that every family makes a fair contribution to the financial operation of our school. No student will be denied a Catholic education because of a genuine inability of a family to pay fees.

### Fees Structure

Fees and levies comprise the following components:

- Acceptance of Enrolment Fee
- School fee (inclusive of sporting, incursion, excursion and educational related expenses)
- Capital Levy
- Resource Levy
- Parents and Friends Levy
- Voluntary Parish Contribution
- Voluntary Building Fund Contribution
- Voluntary Library Fund Contribution

#### **Acceptance of Enrolment Fee**

When parents return the Confirmation of Enrolment form, the Acceptance Fee is required to be paid to secure a place at the school. This fee comprises a non-refundable administration charge, together with an amount that is deducted from the first term school fees. Should a student not proceed with the enrolment, this entire fee is forfeited.

### **School Fees**

These fees supplement staff salaries and meet running costs such as teaching materials, upkeep of the school grounds, insurance, rates, electricity, cleaning etc.

### **Capital Levy**

The Capital Levy covers loan repayments for our buildings, together with building refurbishment and maintenance. This is a compulsory levy and is therefore not tax deductible. For families wishing to benefit from tax deductions, you are welcome to make a voluntary contribution to our Building Fund. Please see the section below on Building Fund Contributions for more information.

### **Resource Levy**

This levy is student based and is directed specifically to resources and curriculum based activities.

### **Parents and Friends Levy**

The Parents and Friends Levy is collected by the school on behalf of the P&F Association. The funds collected support the school and its community through social gatherings and nominated projects, which provide extra resources and facilities around the school. Many of the learning, computer hardware and software, sporting facilities, audio-visual materials and library resources have been provided from funds raised by the Association.

### **Voluntary Parish Donation**

The Parish donation supports the pastoral work of our parish, which includes their support of our school. This amount is voluntary and for families who would like to support the many ministries and good works in which our parish is involved. Contributions to the Parish are not tax deductible.

### **Building Fund and Library Fund Donations**

These funds are for those families who wish to provide extra financial support to the school. The Library Fund is used to support the ongoing acquisition of library resources such as books, magazines, and digital resources. The Building Fund supports new building and refurbishment initiatives as well as maintenance. These funds are voluntary and are 100% tax deductible. Contributions can be made at any time of the year. An annual contribution statement will be issued in July of each year.

### **Additional Charges and costs not included** in the school fees and levies:

- Camps in Years 4, 5 and 6
- District and regional sport representation
- Student booklists
- School uniforms
- Concert Band Tuition
- Other adhoc items as required from time to time

### **Procedures**

Procedural steps are taken by the Principal (or their delegate) to ensure equity in the collection of school fees and levies.

The procedure for the collection of fees and levies is as follows:

1. **Issuing of Accounts** - School fees are issued each term, via email and in accordance with the School Fees Schedule. It is the fee payer's responsibility to ensure email billing details are kept up to date. Payment of the account is due within 14 days from the date of issue. The due date is shown on the account.
2. **Method of Payment** - A number of different methods are available for the payment of fees and levies and details on how to make payment is included at the bottom of each fee statement.
  - BPay - payable on invoice once per term.
  - Credit Card (Mastercard and Visa) – online payment via the school website or at the school office.
  - Direct Debit from your bank account or credit card at intervals nominated by fee payer (fortnightly, monthly, term or annually). Forms are available online from the Parent Portal or at the office. A new form needs to be completed and returned at the start of each school year.

- Cash is not to be sent to school with students for payment of fees but will be accepted at the front counter.
3. **Payment Difficulties** – Where a parent / guardian believes that financial circumstances have arisen that will prevent the payment of their school fee account, a variety of options are available:
- Extension of time - If an extension is required, contact by the fee payer is to be made to the school Finance Office prior to the due date of the current fee statement.
  - Payment Plans – payment of the school fee 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.
  - Fee Concessions  
In cases of financial hardship, an application may be made for a fee concession. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are calculated and applied for maximum period of 12 months within a calendar year. Consideration for a subsequent concession will require a new application. Forms are available from the school's Finance Office. A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Peter Chanel School is used when reviewing applications. The same process is adopted by all BCE schools for assessing eligibility, which is based on financial need or extenuating circumstances. All matters are dealt with on a confidential basis.
4. **Unpaid fees** – All overdue accounts will be investigated using the following procedure:
- Where a payment plan or other arrangements are not in place, a reminder statement will be issued to families who have not settled their school fee account by the due date.
  - If payment, or a suitable response is not received within 14 days of the reminder statement, contact with the fee payer will be made via telephone, or email. Mutually beneficial repayment options will be considered.
  - If a satisfactory arrangement has still not been reached after this follow up, the account may reluctantly be sent to the school's Debt Collection agency. In serious cases where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
  - Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the fee payer's expense.

### **Agreed Payment Plans**

Our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fee and levy account by the last day of the school year. Any extensions must be negotiated with the Principal and/or Finance Officer. To establish an Agreed Payment Plan, forms are available on the school website, Parent Portal or from the school finance office.

### **Late Start Enrolment**

New students entering the school after the commencement of 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**

Withdrawal of enrolment refers to a student enrolment concluding before the end of Year 6, including during a school term.

- Written notification to the principal is required with at least one month's notice if the enrolment is concluded mid-term.
- At the discretion of the principal, an adjustment to the fee account for the number of weeks the student does not attend may be made.
- If fees are still owing at the time of departure they will be forwarded on to our Debt Collection Agency. If however, a refund is due a direct credit to the customer's bank account will be arranged.
- All departing students are required to return any library books and other items belonging to the school, prior to concluding their enrolment.

**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 school, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection process, please contact the School Finance Office.