

St Joseph's Primary School, NAMBOUR

FEE COLLECTION AND PAYMENT PROCEDURES



ENROLMENT FEES

Application for enrolment fee

A \$30.00 non-refundable fee applies when placing an application for enrolment.

Confirmation of Enrolment bond

A bond of \$100.00 is required upon completion and return of the Confirmation of Enrolment form. This is non-refundable should the child not take up the position, however an offer to refund this bond will be made when the child graduates from St Joseph's.

The Confirmation of Enrolment form offers 3 payment options for parents –

1. Sole financial responsibility
2. Joint and several financial responsibility
3. Split financial responsibility.

Regardless of which option is taken, *both* parents must sign Section 5a – Acceptance of Financial Obligation, for the enrolment to be valid.

FEE & LEVY STRUCTURE

Prior to the end of the school year, each family is required to complete a Fee Calculation Sheet and return it to the school, along with BPay form or direct debit application forms, if appropriate. This enables the school to manage its anticipated income.

Tuition Fees and Student Levy

The tuition fees and student levies collected at St Joseph's Primary School are used for the following purposes which are essential in providing a high quality education for your child/ren –

- Provision of essential teaching & learning resources, materials, and equipment including their maintenance, replacement and upgrade as required;
- Costs associated with excursions, incursions, sports carnivals and swimming programs; and
- Maintenance and development of buildings and grounds.

Annually, these fees and levies are adjusted to reflect the increasing costs in each of these areas. Additionally, the Archdiocesan Education Levy is included in the fees, as is an Archdiocesan Future Fund Levy. This fund assists the archdiocese make provision for the purchase of land for future school development.

Capital levy

This family levy is charged per term. Our Capital levy is a necessary levy which enables us to pay our school building loans and for building maintenance, as well as plan for the provision of future facility improvements. This is NOT tax deductible.

P&F Levy

The school collects an annual levy per family for the school's Parents & Friends' Association, transferred monthly to the P&F's account. In recognition of the many calls on people's generosity for fundraising, the P&F, after consultation with the whole community, made a commitment to limit its fundraising activities to one big event per year, the school fete, with all other activities aimed at being 'cost neutral'. The monies raised by this levy have a dual purpose –

1. The P&F, with the approval of a quorum at a general meeting, commits these funds to support the school in achieving its annual goals. (Become involved and have a say in how this resource is invested for your child/ren.)
2. Included in this levy is an annual fee payable to the Parents & Friends' Federation of Queensland. This State body is involved in a range of issues including support for local associations and lobbying for government funding for Catholic schools.

On-Line Subscription Levy

This levy recognises the increased use – and costs associated – of on-line learning and teaching activities accessible via subscription.

Instrumental Hire Fee

Year 4 students participate in an Instrumental Immersion Program in which they learn two instruments, a different one each semester. Specialist instrumental teachers assist the school's Music Specialist in teaching small groups of these students learn the violin, flute and/or trumpet which are provided to each student. This fee pays for the tuition costs.

Camps – Years 5, 6 & 7

This fee is a one-off payment due in first term that covers the costs associated with the use of the camp facilities, instructors' fees and transport to and from the camp site.

Building Fund Contribution

As the name suggests, this is an opportunity for families to make a TAX DEDUCTIBLE donation to the school's Building Fund with a separate receipt for any such contribution available at the end of the financial year. All monies donated to this fund are used in for the provision of maintenance and development of the school's facilities, as per the ATO's guidelines.

Library Fund Contribution

Similar to the Building Fund Contribution, this is another opportunity for families to make a TAX DEDUCTIBLE donation to the school's library fund with a separate receipt for any such contribution available at the end of the financial year. All monies donated to this fund are used in resourcing the school's library, as per the ATO's guidelines .

Families have an option of donating the Confirmation of Enrolment fee refund to either of these funds as a tax deduction when their child graduates from the school.

ISSUING OF ACCOUNTS

School fee accounts are issued at the commencement of each term, usually by the fourth week.

These statements are posted to those families who are not on direct debit plans.

Parents are asked to make payment by the due date as indicated on the account, usually 14 days from the date of issue.

METHODS OF PAYMENT

Payment may be made by cash (always pay in person and obtain a receipt), cheque or credit/debit card at the school office. For your convenience, EFTPOS and credit/debit card facilities are available. Preferred methods of payment are by direct debit and BPAY which can be set up on-line. Direct on-line transfers can also be made using internet banking.

CONCESSIONS

In cases of financial hardship, the school will consider offering a concession on Tuition Fees. Concessions 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, as well as housing costs, eg rent or mortgage.

Sunshine Coast Catholic Schools Discount

If families have siblings at a Catholic Secondary School - Siena College, St John's College, Unity College or St Teresa's, the following discounts apply to tuition fees only:

- 1 student at one of the other schools 5%
- 2 students at one of the other schools 10%
- 3 students at one of the other schools 20%
- 4 students at one of the other schools 40%

REFUNDS

Refunds will not be given for non-attendance at school events including the swimming program (or part thereof), excursions or incursions. A refund may be given for non-attendance at a school camp if it is for a medical reason (with a doctor's certificate supplied) or due to special family circumstances and the camp fee has been paid.

OVERDUE ACCOUNTS

Accounts may be overlooked in the busyness of daily life and for this reason, an Account Rendered – Reminder Notice for unpaid accounts after the due date is sent. If you are experiencing difficulty in paying your account by the due date, please contact the school as soon as possible as only then are we in a position to assist.

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 these instances, a Collection Notice is issued and should there still be no response, the school is forced to engage 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.

FEE PAYMENT & MOVEMENT BETWEEN SCHOOLS

Please note: the following paragraph is taken directly from Brisbane Catholic Education's Fee Collection Policy and Procedures and will affect ongoing enrolment at other Catholic schools including high schools.

“When parents apply for enrolment of children for whom they have not paid school fees at a previous systemic school, the enrolment should not be confirmed until the debt is paid or waived on the previous principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with the enrolment.”

Forms that can be located on www.stjosephsnambour.qld.edu.au – Enrolment – Fee Schedule

- Fee Schedule 2014
- Direct Debit Form
- Financial Concession Application Form