



## SCHOOL FEE POLICY

Fees and Levies collected at St Joseph's Tobruk Memorial School are used for the following purposes which are aligned to the Vision and 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 the School building program
- Maintain buildings, grounds and other facilities

The St Joseph's Tobruk Memorial School Parents and Friends Association also collects a levy through the school fee structure.

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 and/or Finance Secretary 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 our website).
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.
3. 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 and / or Finance Secretary.
  - c. Fee Concessions  
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. 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 Joseph's Tobruk Memorial is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools/colleges for assessing eligibility.
- (iii) Concession application forms are available at the school finance office.
- (iv) All matters are dealt with on a confidential basis.

#### 4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our 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 the 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 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 fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal and/or Finance Secretary. To establish an Agreed Payment Plan, forms are available by contacting the school finance office.

#### **Late Start Enrolment**

New students entering St Joseph's Tobruk Memorial 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**

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 text books, 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 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.**