



School Fees Policy

School Fees at St Benedict's Primary School

At St Benedict's Primary School we are committed to providing a quality Catholic Education to all children whose parents desire it. St Benedict's receives funding from both State and Commonwealth authorities. The financial viability of the School is achieved through the contribution of parents by payment of School Fees.

Level of School Fees

The fee structure is in keeping with the values of the school and is subject to an annual review by the School Board to ensure they are kept to the minimum level possible. Fees are subject to alteration at any time. Where possible, notification of any alterations will be communicated to Parent(s)/Guardian(s) in advance.

Additional Levies and Charges

Additional levies are payable dependent on the students' year level and additional activities, including; Technology Levy, 1 to 1 Laptop Levy, Camp Levy, Instrumental Music Levy, Other Levies as determined by the School Board.

Sibling Discount

Discounts are given to siblings who attend St Benedict's Primary School at the same time. The discount is given on the base Tuition Fee only. Discounts are listed on the current *Schedule of Fees*.

Payment of School Fees

The acceptance by Parent(s)/Guardian(s) of a position at St Benedict's Primary School is conditional on the ability to pay fees in full. It is therefore the responsibility of the Parent(s)/Guardian(s) accepting the enrolment of their child/children at St Benedict's Primary School to meet the commitment to the school fees.

St Benedict's Primary School will issue an account of compulsory school fees and levies at the beginning of each Term. Parents are asked to complete and return the **School Fee Payment Authority Form** (direct debit payment authority) by Week 2 of Term 1. The fee payment options included on the form are:

- 10 equal monthly instalments;
- 40 weekly instalments;
- 20 fortnightly instalments;
- 1 annual payment paid in advance.

If these options are not suitable parents are asked to make an appointment with the Finance Secretary to arrange an alternative Payment Plan.

Parents experiencing financial hardship are invited to contact the school to discuss the option of a payment plan or Tuition fee concession. Tuition fee concessions must be applied for at the commencement of each year by completing the Concession Application Form and submitted to the School Principal through the school office during the first month of the school year. A concessional arrangement is valid for one school year. Each application will be handled confidentially.

Payment Methods

Our preferred method of payment is Direct Debit via Bank Account or Direct Debit via Credit Card.

Early Payment Discount

A 3% discount, on base Tuition Fee, will be granted to parents who pay the full year's school fees by the due date set out on the annual Schedule of Fees.

Unpaid Fees

School Fees are due as indicated on the returned School Fee Payment Authority Form. Unless prior arrangements have been made, an administrative fee of \$5 may apply to any bank rejected Direct Debits.

All reasonable steps will be taken to collect unpaid fees. A student whose fees are not paid by the due date and whose parents fail to satisfactorily negotiate for a payment plan or concession with the School Principal may jeopardise their ongoing enrolment. Where the enrolment is discontinued, the unpaid fees will still be a debt due and owing to the school. This will include any costs associated with engaging a Debt Collection Agency.

Withdrawal of a Student

When a student is to be withdrawn from St Benedict's Primary School, parents are required to give a School Term notice to the Principal, in writing, before the withdrawal date. In the event of such notice not being received, the Principal shall determine if a partial refund is to be given.

Goods and Service Tax

The School is required to comply with the Goods and Services Tax (GST) introduced from July 1, 2000.

Confidentiality

All information which is made available to the School Principal will be treated with confidence. Information may be made available only to the Financial Secretary and the Debt Collection Agency representing the School.