



# School Fees Policy

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Fees and Levies collected at St Benedict's 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 Benedict's Parents & Community Committee also collects a special levy through the school fee structure 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 for further information concerning the concession application process.

## School Fee and Levy Collection Process

1. School fees and levies are charged on an annual basis during the first two weeks of the school year 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.
  - 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 Benedict's 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.
  - 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 college 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.

## 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.

## 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.

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

To establish an Agreed Payment Plan, forms are available on the school website or from the school finance office.

## 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.

## Late Start Enrolment

New students entering St Benedict's 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.

## Leaving Early Refund Policy

Should a student leave the school during a school term, written notification must be forwarded to the Principal. Student text books, library books and iPads and all accessories are to be returned to the School. At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the School during the term. 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.

## 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.

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