



Dear Parents,

This booklet has been produced to assist in developing an awareness of School Fee procedures, how annual fees are set and the concession for school fees.

St Patrick's Primary is a Parish school operating under the support and services of the Brisbane Catholic Education centre (BCEC). There are 114 primary schools and 23 secondary colleges in the Brisbane Archdiocese. All these schools are able to operate with funding from Federal and State Governments and from money collected from school fees.

Federal & State funding provides income for salaries of teachers and central office staff. Special funding is also supplied for Special Needs children, Capital Projects and Special Programs. No funding is supplied to schools for operating costs and administration. Schools rely on income from school fees to meet these expenses.

BCEC set recommended levels for schools to set annual fees each year. They also require all schools to pay a levy to assist in providing funding for services provided to all Archdiocesan schools.

These are the minimum payments for families eligible for a school fee concession. Concessions are only able to be granted for fees. Class Levies, Building Fund Levy, P&F Levy and Library Fund Contribution are part of each family's financial responsibilities for a Catholic education.

Outlined in this pamphlet are some policies and procedures to assist in the collection of school fees and the application for concessions.

We are only able to continue to provide a quality Catholic education here at St Patrick's Primary if each family cooperates in meeting their financial responsibilities to the school. If these are met promptly as requested we are able to carry out our operating procedures and make further improvements to both facilities and the teaching and learning that exists in the school.

Yours sincerely,

Kathy Fuller
Principal

ST PATRICK'S PRIMARY SCHOOL FEE POLICY

We at St Patrick's Primary are committed to providing a Catholic education to all children whose parents desire it. We are also aware that from time to time some parents find themselves in financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place in our school due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Patrick's Primary assumes the ability to pay fees in full. Concessions can be considered in the case of children already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

It is appreciated that changing family circumstances will sometimes require that a student transfer to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice was impractical.



FEE PAYING PROCEDURE

1. The School will issue an account for full fees and levies at the beginning of each term. Fees are payable within 30 days of issue.
2. Any arrangements to vary the terms of payment **must** be made with the School Administration Officer or Principal.
3. Overdue accounts will be processed within 7 days after the due date.
4. Accounts which remain unpaid 14 days after the due date will be dealt with in one or more of the following ways:-
 - Letter from the Principal
 - Phone contact by the Administration Officer
 - Interview with the Principal or Administration Officer
5. 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 the School is reluctantly forced to consider engaging 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.

ST PATRICK'S PRIMARY FEES CONCESSION POLICY

1. Families wishing to apply for concessional fees should do so on the form 'Application for Concession on Fees' obtainable from the Secretary.
2. Parent/s or Guardian/s requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income and rental receipts or bank society statements and rate notices as evidence of housing costs.
3. Where the Principal is satisfied with documentary evidence provided, a concession may be granted without necessitating an interview.
4. If there is a perceived problem on the part of either party, an interview may take place.
5. The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
6. No allowance is made for repayments on such items as holiday houses, luxury cars, investment houses, pools, etc.
7. Once a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
8. If concessions are required beyond the current year, new arrangements must be negotiated each school year.
9. It is recommended that all parents receiving the concession pay fees through Direct Debit. This can be arranged through the school office.
10. Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the Principal.
11. Any concessional fee arrangements may be reviewed by the Parish Priest.