

## **SCHOOL FEES STRUCTURE AND POLICY**

**2017**

### **Introduction**

The following information will outline the structure and components of school fees, the purpose of fees and the areas of the school's operation in which these funds are applied, and the policy in relation to payment of fees and methods of payments.

Although charged to parents as one fee, the school fee is actually made up of several components. Parents will continue to be charged one amount for the fees but the following gives you a clearer picture of where your school fee money is going.

### **Determination**

When determining the fee for 2017 we were very aware of the current economic situation and every effort is made to ensure our school fees remain affordable for all families.

School fees are reviewed in the latter half of each year at the time of preparation of the following year's school operating budget.

The Budget is prepared by the Principal. A draft is produced and presented to the Parish Priest and Parish Finance Board, normally in the early part of the New Year.

During the course of the year, actual operating results are compared with original budget estimates on a monthly basis. This monthly review is presented to the Parish Finance Board.

### **Fee Generation**

School fees are invoiced at the commencement of each term and are payable within 14 days of the date of the statement. School Fees Statements are posted/emailed home termly to each family, therefore it is important to ensure that the School Office is notified of any changes to email and postal addresses.

Reminder Notices are normally sent out within a month following the due date, and are directed to families who have outstanding fees with no accompanying alternate payment arrangements.

Please refer to the section on payment policy and payment method for further information.

### **Enrolment Deposit**

School fees are not to be confused with the Enrolment Deposit. An enrolment deposit of \$150.00 is required upon accepting the enrolment of their child or children at St Kevin's School. The enrolment deposit will then be credited to the first term school fees. Please note the enrolment deposit is non-refundable.

## SCHOOL FEE COMPONENTS

### General Fee – per child

This covers the running costs of the school and tuition costs eg. all library and classroom resources and furniture, all computer costs including maintaining the network, purchasing programs and computers.

- The employment of “above schedule” staff (Specialist Support Staff, Teacher Aides, Groundsman) and associated award superannuation and workcover charges, contract payments associated with fire protection, pest control, cleaning and security services.
- Insurances, electricity, audit fees and other professional costs, rates, cleaning supplies and telephones.
- Maintenance of grounds, repairs to plant, equipment and furnishings.
- Capital expenditure involving school and office furniture and fixtures, computers and other equipment.
- Books, stationery, excursions, sport, swimming lessons, camps, concerts, cultural activities, end of year activities and all costs involved in participating in these activities

### Capital Levy – per family

This levy pays for maintenance and the principal and interest repayments on school loans. This is a compulsory levy and as such is **not** tax deductible. The School Capital Levy consists of a percentage of school fees.

If parents wish to make a voluntary donation to the school building fund above and beyond this levy, this additional amount is fully tax deductible.

### 1:1 Laptop Levy

A \$400.00 levy in Year 4, Year 5 and Year 6 for student laptops

### Year 6 Canberra/Sydney Tour

A co-payment of \$650.00 per student is required for the Year 6 Sydney/Canberra Tour [this includes the ‘cold’ weather clothes pack].

### P&F Levy – per family

The purpose of the levy is to guarantee the Association a regular income without the constant demand on parents to fundraise. Parents & Friends sponsored fund raising is limited to major events, such as the annual St Kevin’s Carnival. The levy enables the P & F to continue to provide resources, but to spend the majority of its time concentrating on social events for parents or other issues that may arise. The Parents & Friends’ Levy for 2017 is \$25 per term (\$100.00 per annum) per family and is included on the school fees statement issued each term. Levy funds collected are normally returned to the P & F on a monthly basis.

### Parish Voluntary Contribution

2017 marks the first year of the voluntary parish contributions which appear on your School Fees. The contribution of \$15 per family/ term supports the wider mission of the church in cooperation with our parish schools.

This contribution also supports the vision of the Surfers Paradise Catholic Parish in building stronger school/parish partnerships to encourage faith formation for our families and their children.

The parish continues to provide a service encompassing Catholic beliefs and values and your voluntary contribution greatly supports this work. Vibrant pastoral and spiritual ministries in our parish include Youth, Atrium, home communion to the sick and housebound, and the sacramental life of the parish.

## 2017 School Fees

<b>ST KEVIN'S 2017 FEE SCHEDULE</b>				
	<b>GENERAL</b>	<b>CAPITAL LEVY</b>	<b>P &amp; F LEVY</b>	<b>TOTAL YEAR</b>
<b>1 child</b>	\$2,740.00	\$480.00	\$100.00	<b>\$3,320.00</b>
<b>2 children</b>	\$3,940.00	\$480.00	\$100.00	<b>\$4,520.00</b>
<b>3 children</b>	\$5,060.00	\$480.00	\$100.00	<b>\$5,640.00</b>

Additional Levies for each child in Year 4, Year 5, Year 6

YEAR 4 – LAPTOP LEVY	\$400.00
YEAR 5 – LAPTOP LEVY	\$400.00
YEAR 6 – LAPTOP LEVY	\$400.00
YEAR 6 – CAN/SYD EXCUR	\$650.00

### **PAYMENT METHOD**

- School fees may be paid by a periodical payment authority [Direct Debit] to have fees deducted from a bank account. This facility, lodged with the Archdiocesan Development Fund via the School Office, does not attract bank fees. Deductions can be made weekly, fortnightly, monthly or by term basis.
- BPay, cash, cheque, bank debit or credit card (Master Card and Visa Card). EFTPOS facilities are available at the School Office. Credit card payment may be made in person at the school office, returning the fee remittance slip with relevant card details to the school office or by telephoning the school and providing the relevant card details.

**NOTE:** Payment by cash should only be made in person and a receipt obtained at that time. Where circumstances exist to make it necessary, any claim that school fees were paid in cash must be supported by a school receipt.

### **PAYMENT OF FEES – POLICY**

The policy for the payment of fees in 2017 is that upon receipt of each term's school fees account, the School Principal must be informed immediately if fees cannot be paid in full by the specified due date. A proposal for repayment of the fees over the course of the term must also be made at this time.

In the event that two terms of fees are outstanding, and in the absence of any existing arrangements or advice, an interview will be arranged with the School Principal, and the family will be notified of the date and time.

Families should be aware that part of the control mechanism for outstanding school fees consists of a written record made each time an overdue account is forwarded, or an agreement made (verbally or in writing), a phone call made or received, or an interview conducted.

St Kevin's already has in place a fee concession process and we will continue to provide assistance to families where needed. Any parents who have concerns about the fees should make an appointment to see the Principal.

Fees that are owing when a family leaves the school or when significant arrears have accumulated may, depending on circumstances, be handed to a Debt Collection Agency for recovery, which may involve the instigation of legal action.

## **SCHOOL FEES CONCESSIONS**

### **Introduction**

Fee concessions will be determined on the basis of a just and equitable formula.

Any reduction in fees will be looked at in terms of the financial needs of the family concerned, and their responsibility to full-fee paying parents and the efforts these parents make in paying their fees.

Once a student has met the enrolment criteria, concessions should be available to the family of the enrolled student.

The granting of a fee concession at St Kevin's School does not imply an obligation for a concession to be granted at an Archdiocesan college.

### **Procedures**

1. Families wishing to apply for fee concessions contact the school finance manager, Ms Deborah Gill who will supply the form 'Application for Concession on Fees'.
2. Parents complete the form and supply the relevant documentary evidence. A taxation statement for the last year, pay slips, the income statement from Centrelink are all necessary and evidence of income with rental receipts, bank or building society statements as evidence of housing cost.
3. Using the Brisbane Catholic Education 'Fee & Building Fund Levy Concession Worksheet' together with the current Henderson Poverty Lines data, it is determined what the fee to be paid is or whether further clarification from parents is required.
4. Parents will be requested to attend an interview with the Principal, Mr Peter Anderson, once all paperwork has been submitted.

### **Concession Formulae**

The formula for determining a reasonable fee payable for a family is based upon the total disposable income of the family less basic housing costs. The resultant income is then compared to the 'Poverty Line' for Australian households and a sliding scale is then applied.

If you believe you are entitled to a concession, please contact the finance manager immediately.

**The School Fee Structure and Policy will be reviewed annually.**

