ST KEVIN'S CATHOLIC PRIMARY SCHOOL

SCHOOL FEE POLICY

St Kevin's School aims to provide quality education to all students and for this to be achieved, fees and levies are charged. By accepting enrolment at St Kevin's School, you, as fee payers are agreeing to address the financial responsibility of paying these fees.

Fees and Levies collected at St Kevin's School are used for the following purposes which are aligned to the Vision and Mission of the school to:

- Provide teaching, administrative and classroom support.
- Provide essential resources, materials, facilities and equipment.
- Assist with providing activities such as excursions and incursions.
- Support St Kevin's School building program.
- Maintain buildings, grounds, and other facilities.

St Kevin's School charges a Parents and Friends levy to support the initiatives of the parents and friends 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 or the Finance Officer 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 second 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 Account Statement. 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 Finance Officer prior to the due date, contact details are provided on the Account Statement.

    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 Finance Officer.

    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 Kevin'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 from the school office or by contacting the 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 will be issued within 7 days to any family who has not settled their school fee account by the due date and 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 text, telephone 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.

Payment Method

School fees and levies are charged on a **term** basis during the second week of the term in accordance with this School Fees and Levies Schedule.

To support families in managing school fees, the following payment options are available:

- BPAY (details available on your Account Statement)
- Online payment via the Parent Portal
- EFTPOS at the School Reception
- Cash payments at the School Reception (please note St Kevin's is a cashless office, and the correct amount must be provided)
- Agreed Payment Plan Via Direct Debit from a nominated bank account – negotiated with Finance

Payment plans are available and should commence at the beginning of the school year. Fees may be paid over **45 weekly, 22 fortnightly, or 10 monthly instalments**, with the balance cleared by the end of the school year. Contact the Finance Office to set up a plan. Any extensions to an Agreed Payment Plan must be negotiated with the Principal or Finance Officer. To establish an Agreed Payment Plan, please contact the finance office.

Application Fee and confirmation of Enrolment Deposit

A non-refundable Application Fee of **$100 per family** is payable at the time an Application for Enrolment is submitted. Upon acceptance of an Offer of Enrolment, a **Confirmation of Enrolment Deposit of $400 per student** is payable. This deposit secures the student's place at the school and is not refundable. The deposit will be applied as a credit to the student's first term Fees and Levies account.

Damaged/Lost Devices

Student iPads remain the property of the school at all times. In the event that an iPad is damaged, families may be required to pay a device damage fee to contribute towards the cost of repairs. The fee payer will be notified of the damage via an InForm notification and will be required to make payment using the provided payment link before the repaired device is returned to the student. Any loss, theft, or damage that renders an iPad irreparable must be reported immediately to the school's IT Administrator. Following consultation with the school, the full replacement cost of the device may be charged to the family's fee account where deemed appropriate.

Headphones and IT Accessories

Each student will be issued with one set of school-approved headphones for educational use. These headphones remain the property of the school and are to be always kept on school premises. Where replacement headphones are required due to loss, damage, or misuse, the cost of any subsequent headphones issued will be charged to the family.

Late Start Enrolment

New students entering St Kevin’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.

Withdrawal of Enrolment

When there is intention to terminate enrolment, a Leavers Form must requested and submitted to the school office as soon as possible. Fees will be payable for the whole term in which the enrolment is terminated, for a Pro Rata reduction in fees, written request must be made to the finance office, and consideration may be granted at the Principals discretion.

Student textbooks, library books, technology equipment all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the applicable levies and where appropriate, any fees in credit will be refunded.

Exited families must settle any outstanding fees within two (2) weeks of exiting the school unless a payment plan has been negotiated and approved by the finance office. Any family failing to settle the account or negotiate a payment plan will be referred to a debt collection agency for recovery action.

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.

The school is most appreciative of your support in ensuring that your school fees and levies are settled in a prompt and timely manner. Please contact the Finance Officer at pbenfinance@bne.catholic.edu.au for all enquiries.