



# 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.
- 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 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:
  - 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.
  - 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.

- Fee Concessions

In cases of financial hardship an application may be made for a fee concession.

- 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.
- 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.
- Concession application forms are available from the Finance Officer.
- 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 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.
- 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 or email.
- 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 may be paid by BPAY (details on the Account Statement), online via the Parent Portal payments page and EFTPOS facilities are also available at the school reception.

**Cash is accepted but we are a CASHLESS office so please provide the correct amount.**

A periodical payment authority can also be completed to have fees deducted from a bank account or credit card. Forms are available on the Parent Portal or from reception.

#### 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 / Leaving Early Refund Policy**

Fees will be payable for the whole term in which the enrolment is terminated. Should a student leave the school during a school term, a written request must be forwarded to the Principal. At the Principal's discretion, an adjustment to the Account Statement may be applied based on the number of weeks the student attended the school during the term.

Student textbooks, library books and laptops and all accessories are to be returned to the School. 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.

For further clarification regarding the above school fee and levy collection process, please contact the Finance Officer.