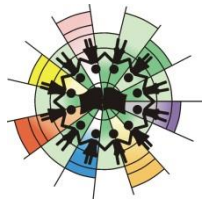


ST ANDREW'S SCHOOL

FEE POLICY



St Andrew's school is committed to providing the best possible Catholic Education to all children who enrol here.

FEES & RESOURCE LEVIES

The fees and levies collected at St Andrew's Primary School are essential in providing a high quality of education for your child/children.

To be more specific they:

- Provide teaching, administration and ground staff.
- Provide essential resources, materials, facilities and equipment. Many resources need to be replenished and upgraded annually.
- Used for the maintenance and development of buildings, grounds and school maintenance equipment.
- Pays for essential utilities (water, rates, electricity) and insurance.

An Archdiocesan Education Levy is included in the tuition fees. This amount is remitted centrally, to Brisbane Catholic Education, which provides shared resources to all schools within the Archdiocesan.

CAPITAL LEVY

This family levy is charged per term. Our Capital Levy is a necessary levy that enables us to pay our school building loans as well as provide additional facilities for the students.

This is not a tax deduction.

GROUNDS LEVY

This is a family levy to help maintain our grounds.

ALL OTHER LEVIES

Other levies charged are Instrumental Music Program, Lap Top Program, Gala Sports, year Level Camps etc. These levies are charged out in the term of participation or as advised.

Unless there is an agreement between parent and principal for a fee concession on enrolment, the acceptance of a position at St Andrew's school by the parents, assumes the ability of parents to pay full school fees.

Should the financial arrangement between parents in respect to the payment of school fees change at any time a form outlining any changes needs to be completed and lodged as soon as possible with the school's financial secretary. *(This Form is available from the school office)*

It is appreciated that changing family circumstances may necessitate a student transferring to another school. In these cases, there is an expectation that full fees for that term be paid to St Andrew's.

It should also be noted that the school, via the Principal or his/her delegate, will determine the payment rate for any "blended families" that are enrolled at the school. It is understood that all situations are different and should be determined in a just and equitable fashion, on an individual basis for the good of the families and the school.

We are very much aware, that from time to time, some parents will experience financial difficulty and will be unable to meet their agreed obligation to the full payment of school fees. With this fact in mind, St Andrew's school will never deny a place to a child because of the parent's inability to pay full school fees.

Occasionally an account is unable to be paid by the due date. It is important to understand that, if a family is experiencing difficulties in meeting the term's payment by the due date, then the school Finance Secretary should be contacted in the first instance. The School Finance Secretary will then, in most cases, refer the notification to the Principal who will then contact the parents to discuss payment arrangements.

In cases of real financial difficulties, the school will consider offering concessions on the **Tuition Component** of that term's school fee account. Concessions can only be granted after a one on one confidential interview with the Principal. It is important to understand that concessions do expire at the end of each school year in which the concession is granted. If financial hardships continue into the following year, a new confidential interview should be arranged with the Principal.

PROCEDURE

- Should a family's financial circumstances change during the course of the term, it is the responsibility of the parents to contact the principal to discuss the possibility of a fee concession.
- The "concession" process will be conducted during the course of an interview with the principal of the school. This interview process is used so that a just and equitable amount can be arrived at that suits both the school and the family in question.
- If fee concessions are required beyond the current year, new arrangements must be negotiated each school year at the instigation of the fee payer/s.
- The following methods of payment are available. Cash/cheque, Eftpos, Bpay, automatic deduction from Credit Card or direct debit.
- Unless prior arrangements have been made with the principal or his/her delegate, there is a firm understanding that the agreed school fee amount be paid by the due date.

POINTS TO NOTE

WEEK 2 OF EACH TERM

- A statement of all fees and levies will be issued to families usually within the first two weeks of each term.

The statement will show the following:

- School Fee, Capital Levy & Grounds Levy
- Any other fees and levies – Instrumental Music Program, Lap Top Program, Gala Sports, Year level Levies and Camps Fees etc.

WEEK FOUR OF EACH TERM

- All fees for that term will be due for full payment, unless formal arrangements have been made with the school.

WEEK FIVE OF EACH TERM

- A reminder/overdue statement will be sent home. It is recommended to contact the school at this time if difficulties in paying on time are being experienced

WEEK SEVEN OF EACH TERM

- On occasions people fail to pay their account, do not respond to reminder/overdue statements and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

PRINCIPAL

St Andrew's School

Ferny Grove.