

FEE COLLECTION AND PAYMENT PROCEDURE

St Rita's Primary School, Victoria Point



Fees and Levies:

The fees and levies collected at St Rita's Primary School are used for the following purposes, which are essential in providing a high quality of education for your child/children. To be more specific they: -

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment. Resources for such areas as literacy, sporting and technology need to be replenished and upgraded annually.
- Are used for maintenance and development of buildings, grounds and school maintenance equipment.
- Pay for essential utilities (electricity, water and rates) and insurance.

Capital Levy:

This family levy is charged per Term. Our Capital Levy is a necessary levy which enables us to pay our school building loans as well as provide additional facilities for the students. **It is NOT TAX DEDUCTIBLE.**

Technology Levy:

This levy provides class and student resources and devices in technology from Prep to Year 6. A payment of \$92.50 per term **per child.**

School Parent Network Levy:

There are two levies in this area.

1. In 2021 parents will be invoiced for a \$100 annual levy. This will be charged at \$25.00 per term. It will provide all the funds our School Parent Network has to invest in the school in any one year.
2. The second levy of approx. \$10 per child is included in the abovementioned \$100 per term levy. This is paid by the School Parent Network to the Parents and Friends Federation of Queensland. This P&F State body is involved in a range of issues including support for local associations and lobbying for government funding. This support is vital to ensure continued equity for Catholic Schools.

Camps:

Years 4, 5, and 6 Camps: This fee is not included in the schedule of fees, camp is invoiced separately on the term fees in the term your child attends camp.

Building Fund Contribution:

As the name suggests this is a contribution **NOT** a levy. IT IS NOT A COMPULSORY PAYMENT. As such, **IT IS TAX DEDUCTIBLE.** This money is used to erect new buildings and can be used to refurbish and maintain older buildings. A separate receipt is available for this donation at the end of the financial year.

Thank you in advance for your support.

1/-

Parish Contribution - \$10 per term

ISSUING OF ACCOUNTS

School fees are issued at the commencement of each term, usually in the second week. Statements will be emailed to each family, please ensure your email details are up to date. If no email address is registered, statements will be mailed to families.

Settlement is required by the due date which is shown on the account.

PAYMENT OPTIONS

There are six payment options indicated below to facilitate payment:

1. Direct Debit – Bank Account
2. Direct Debit – Credit Card BPOINT
3. BPay
4. EFTPOS/Mastercard/Visa
5. Cheque
6. Cash

Discount Given – If school fees are paid in full for the year before the due date Term 1, a discount of 5% will be offered on the **Tuition component** of the account.

REFUNDS

Fee payments are made on term by term bases. **Accordingly, refunds will only be provided upon the Principal's discretion in exceptional circumstances. All requests are to be submitted in writing to the Finance Department.** Refunds are not given on any school fee payment for camps unless there is a medical reason, also this needs to be advised in writing

REMINDER NOTICES

An Account Rendered – Reminder Notice is forwarded for accounts **that are unpaid after the due date.** Should accounts continue to remain outstanding; the Finance Admin Officer will make contact to discuss the outstanding fees.

PAYMENT DIFFICULTIES

If you are experiencing difficulties in paying your account, please contact the School's Finance Admin Officer as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as extending the time to pay or offering a payment by instalment option. In cases of financial hardship, the school will consider granting a fee concession.

CONCESSIONS

In cases of financial hardship, the school will consider offering a concession on Tuition Fees. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted in the new school year. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments etc, as well as housing costs e.g. rent or mortgage.

OVERDUE ACCOUNTS

It is easy to overlook an account in the rush of everyday life and for this reason we send an Account Rendered – Reminder Notice for unpaid accounts after the due date. If you are experiencing difficulty in paying your account, please contact the School Finance Admin Officer as soon as possible. We will then be able to assist you. To date, we have been able to avoid charging an overdue fee. We hope we will be able to continue this practice.

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.

FURTHER INFORMATION

Should you require further information, please feel free to contact the school during business hours.