



St Rita's
PRIMARY SCHOOL

SCHOOL FEES – 2017

Dear Parents,

Enclosed is a schedule of our school fees as set for 2017. A statement of Term One's school fees for 2017 will be emailed out early in the term. The Catholic Education Council has recommended a small increase in fees for next year. The St Rita's School Board has supported this increase.

BPay, EFTPOS, Centrepay Deductions, (Centrepay is a free direct bill paying service available to customers who receive a Centrelink payment) Credit Card and Direct Debit facilities are available at the school office for payment of school fees. If you wish to avail yourself of the direct debit option, please fill out the enclosed form and return it to school as soon as possible in preparation for 2017. Continuing Parents in 2017 who have a 2016 Direct Debit finalizing, will need to complete a **new Direct Debit Request form for the school year 2017**. For your convenience, you can also make Credit Card payments over the phone.

All remissions/concessions are on an annual basis. Application for remissions or concessions needs to be made at the beginning of each calendar year. Please ensure you have read through the Fee Collection and Payment Procedure documents carefully. The decision to grant a concession is made on the family's assessed ability to pay based on information disclosed by the family and nationally recognised poverty scales.

If a child's enrolment is to be withdrawn, one term's written notice is required before refunds are considered.

If school fees are paid in full for the year, a discount of 5% will be offered on the Tuition fee component of the account. I would like to take this opportunity to thank the parents who always make an effort to pay fees on time. I appreciate that it is not always possible to pay all fees by the due date and it is sometimes necessary to make other arrangements. I would also like to thank those who make an effort to catch up on late fees. Your commitment is valued and appreciated.

Yours sincerely,

Anne McKenny
PRINCIPAL

Encl: Schedule of Fees 2017
Fee Collection & Payment Procedure 2017
Direct Debit Calculator
Direct Debit Form

FEE COLLECTION AND PAYMENT PROCEDURE 2017 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.**

A Maintenance Levy is incorporated in the Capital Levy and is used in employing a full time grounds person, and providing the necessary maintenance and improvements of grounds needed for the school.

Technology Levy:

This levy provides class and student resources and devices in technology from Prep to Year 6. A payment of \$90 per term **per child.**

School Parent Network Levy:

There are two levies in this area.

1. In 2017 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. (Be involved to have a greater say in how this resource is invested for your children).
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.

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.

Explanation of Responsibilities:

Joint and Several responsibility exists where both parents have signed the financial section of the Confirmation of Enrolment form, and in doing so, allow either party to enquire on the account, and both can be held liable for the entire debt individually (if non-payment occurs and collection of this debt is actioned).

Sole financial responsibility effectively means that the debt is accepted by only one person with any other related person not entitled to make enquiries concerning the state of the account, also resulting in the school only being able to follow up on non-payment of the debt with the parent who has signed. (This section would normally be completed by single parents).

Split financial responsibility would normally only be applied where families have separated and the school agrees to accept that each parent will only be responsible for a percentage of the debt. Under this arrangement – the same conditions of sole financial responsibility will apply to each parent. i.e. financial details can only be provided to a person regarding their portion of the debt.

Please note: For existing families that may split and be subject to a court order stating that each parent is to pay a percentage of debt – until the school accepts a new signed Confirmation of Enrolment form (with a new financial responsibility arrangement signed by both parents) – then the school may continue to issue fee statements as if joint and several responsibility exists. The court order is an arrangement between parents and not between the school and the parents. Once a new form is accepted by the school – an adjustment must be made in eMinerva to split the percentage which will then create a new debtor for the alternate parent in Dynamics. The debt that exists at this time, remains as owing in a joint and several liability.

METHODS OF PAYMENT

Payment may be made by cash (always pay in person and obtain a receipt), cheque or credit/debit card and BPay. For your added convenience, EFTPOS, credit card payment over the phone, Centrepay Deductions and Direct Debit facilities are available.

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

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. 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 at the commencement of 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 in a position 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.



SCHOOL FEE SCHEDULE

2017

	SINGLE FAMILY	2 CHILD FAMILY	3 OR MORE CHILDREN
TUITION FEES	\$1640	\$2730	\$3650
SCHOOL PARENT NETWORK LEVY (per family)	\$100	\$100	\$100
CAPITAL LEVY (per family)	\$520	\$520	\$520
TOTAL	\$2260 + Levies (see below)	\$3350+ Levies (see below)	\$4270 + Levies (see below)
LEVIES PER CHILD PER YEAR LEVEL	General Levy	IT Resource Levy	On-Line Subscription Resource Levy
Prep = \$1035	\$650	\$360	\$25
Years 1 & 2 = \$615	\$230	\$360	\$25
Years 3,4,5,6 = \$580	\$200	\$360	\$20
School Building Fund Contribution \$100 (\$25.00 per term)	<p>St Rita's primary school has been ATO approved to receive voluntary school building fund contributions/donations. These donations are 100% tax deductible and are utilized to pay for building development or to assist with building loans.</p> <p>For the 2017 year, the suggested Building fund contribution (100% tax deductible) is \$100. Donations above this amount are also 100% tax deductible. The request for these donations will be contained on your Family Statement. Thank you in advance for your support.</p>		

St Rita's Primary School

39 Benfer Road, Victoria Point Qld 4165

Telephone: 07 3207 6628

Email: pvicfinance@bne.catholic.edu.au



ARCHDIOCESAN
DEVELOPMENT
FUND

DIRECT DEBIT REQUEST (DDR)

Action (Please tick): New request Alteration Cancellation

Student/s Name/s: _____

SECTION 1 – DETAILS OF ACCOUNT AUTHORITY

I/We (Name of Customer/s): _____

Authorise the: **ARCHDIOCESAN DEVELOPMENT FUND** APCA User ID Number: **062782**

To arrange for funds to be debited from my/our account at the Financial Institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS). This authorisation is to remain in force in accordance with the terms described in the Direct Debit Service Agreement (see over page).

SECTION 2 – DETAILS OF ACCOUNT TO BE DEBITED (ALL DETAILS MUST BE SUPPLIED)

Name of Financial Institution: _____ Branch Location: _____

BSB No.: _____ Account No.: _____

Account Name: _____

SECTION 3 – READY RECKONER

For assistance in calculating payment dates using the Ready Reckoner please refer to ADF website or follow the link <https://adf.brisbanecatholic.org.au/ready-reckoner>

SECTION 4 – PAYMENT DETAILS (PLEASE ALLOW 3 WORKING DAYS FOR PROCESSING)

I/We request that you debit my/our account in accordance with this Agreement and subject to one or more of the following conditions:

Payment Frequency (Please tick): Weekly Fortnightly Monthly Quarterly Once only

Number of Instalments: _____ Start Payment Date (dd/mm/yy): / /

Amount of: \$ _____ Final Payment Date (dd/mm/yy): / /

SCHOOL USE ONLY A#Number: _____

SECTION 5 – AUTHORITY

I/We acknowledge the I/we have read and understood all terms and conditions as outlined in the Direct Debit Service Agreement (Please tick):

Signature of Customer: _____ Signature of Customer: _____

Date: / / 20 _____ Date: / / 20 _____

Credit ADF A/C: 24857 S16 VIC

OFFICE USE ONLY School Reference Code: _____

DDRS 2016/1



DIRECT DEBIT SERVICE AGREEMENT - SCHOOLS

1. DEBITING YOUR NOMINATED ACCOUNT

- 1.1. The Archdiocesan Development Fund (ADF), on behalf of your School, undertakes to debit your account on the nominated day each period as per the information provided. Please note the ADF will not issue billing advices to you. Confirmation that the debit has occurred will be evidenced by the debit entry to your nominated financial institution account.
- 1.2. When the due date for payment falls on a day which is not a Business Day the Debit will be processed by the ADF on the prior available Business Day. In the event that the due date for payment is the last day of the month and that the day is not a business day, the Debit will be processed by the ADF on the last business day of the month. If you are uncertain when the Debit will be processed to your account, please enquire directly with your Financial Institution.
- 1.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

2. CHANGES BY US

- 2.1. The ADF will supply you through the School, in writing with 14 days notice if we change any of the terms of this Agreement or Direct Debit Request, including but not limited to:
 - i) the direct debit amount
 - ii) the direct debit due date
 - iii) the direct debit payment frequency
- 2.2. In the event of any change in the charges for these goods/services, the ADF may alter the amount of your direct debit from the appropriate date in accordance with such change as advised by your School from time to time.
- 2.3. If the Debit is returned unpaid by your Financial Institution four (4) times in a calendar year, we will cancel the Agreement and notify the School who will contact you directly.

3. CHANGES BY YOU

- 3.1. You may cancel, request deferment of, or alteration to your authority for us to debit the nominated account by advising your School in writing at least three (3) business days before the due date of the next debit. The School will then provide these details to the ADF for processing.
- 3.2. You can also temporarily suspend or cancel your direct debit arrangement by contacting your Financial Institution.

4. DISPUTES

- 4.1. If you believe there has been an error in debiting your account or you wish to dispute a transaction, you should notify your School in the first instance. The School will then provide this information to the ADF who will investigate your claim and then liaise directly with you to achieve a resolution satisfactory to both the ADF and you.
- 4.2. Alternatively you can contact your Financial Institution who may lodge a claim on your behalf.

5. YOUR OBLIGATIONS

- 5.1. Direct Debiting is not available on all bank accounts. You will need to check with your Financial Institution if you are uncertain whether your account is suitable for direct debiting. Credit Cards and some passbook accounts are not suitable for Direct Debits.

- 5.2. You should check your account details against a recent statement from your Financial Institution to ensure their correctness. If uncertain, check with your Financial Institution before completing the Direct Debit Request.
- 5.3. It is your responsibility to ensure that there are sufficient cleared funds available in your nominated account to allow a debit payment to be made. If there are insufficient funds in your nominated account:
 - i) The payment will be rejected and returned as unpaid to the ADF;
 - ii) The School will be advised by us of the rejected debit and they will contact you directly;
 - iii) The School will debit any processing charges incurred by the ADF;
 - iv) You may be charged a dishonour fee by your Financial Institution

6. CONFIDENTIALITY

- 6.1. Details of Customer records and account details will be kept in confidence and accessed only for the purpose of processing the Direct Debit Request. Please note we may be required to provide information to your Financial Institution in the case of a query or claim of wrongful debit.
- 6.2. The ADF collects personal information directly from you for the purposes of providing the direct debit facility, including the processing of payments, transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with this service.
- 6.3. The ADF collects, holds, uses and discloses personal information about you. The ADF may disclose personal information about you to your School, agencies within the Archdiocese, and external third parties, including other financial institutions that assist the ADF in providing this service. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.
- 6.4. Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints. Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001, Email: privacyofficer@bne.catholic.net.au, telephone +61 7 3324 3579.

7. DEFINITIONS

Nominated Account means the account held at your financial institution from which we are authorised to debit funds.

Financial Institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

Business Day means a day other than a Saturday or a Sunday or a listed public holiday in Queensland.

Us, We Our means the Archdiocesan Development Fund (ADF).

I, You and Your means the customer(s) who signed the Direct Debit Request.

Your School and the School means the school that your direct debit request is set up through and where your payment is being made to.

ADF means the Archdiocesan Development Fund



St Rita's Primary School
2017 Direct Debit Fee Calculator



Family Name: _____ Cust No: _____

1. Tuition Fee

1 Child \$1640
2 Children \$2730
3 or more Children \$3650 = A _____

2. Capital Levy

Per family \$520 = B _____

3. Parent Network Levy

Per Family \$100 = C _____

4. School Levies + Technology + On-line Resources - Per Child

Prep = \$1035
Yr 1 - Yr2 = \$615
Yr 3 - Yr 6 = \$580 = D _____

5. Voluntary Building Fund Contribution

(Tax Deductible)
Per Family \$100 = E _____

6. Camp Year 4 \$200
Camp Year 5 & 6 \$270 = F _____

7. **TOTAL (A+B+C+D+E+F)** = G _____

8. Previous Balance

*Prepaid enrolment Deposit _____
Deduct \$150 if applicable (NEW FAMILIES ONLY)

Or

*2016 Closing Balance _____
Deduct/add according to = H _____
Family Transaction History Balance (EXISTING FAMILIES ONLY)

9. **ANNUAL FEES (G +/-H)** = I _____

10. Monthly Direct Debit Amount

I divided by 10
(Feb to Nov) = J _____