



Dear St Rita's Parents and Carers,

RE: 2024 School Fee Changes

During Term 3, a focus for **St Rita's Catholic Primary School** was the preparation of the 2024 school budget. This work aimed to ensure we can continue to provide the best education for your child and protect the financial sustainability of the school.

Three main factors are influencing our 2024 school fees:

- a government funding model which determines our school's fees are based on student needs and calculated on a Direct Measure of Income (DMI) score, and
- a review of the sibling charge for consistency across all Brisbane Catholic Education schools
- the anticipated increase in staffing and education expenses for 2024

These factors have resulted in the following changes to our 2024 school fees:

- 3% increase in tuition fee
- Sibling charges to be as follows:

1. 1st child	100% tuition fee charged
2. 2nd child	46% tuition fee charged
3. 3rd child	34% tuition fee charged
4. 4th child	20% tuition fee charged
5. Additional children	no tuition fee charge charged

- 3% increase in the Capital Levy
- A \$5 annual increase to school general levies
- No increase to technology or SPN levy.

Attached is a schedule of our school fees as set for 2024. The Executive Director has recommended a small increase in fees for next year. The St Rita's School Board and Parish Finance Committee has supported this increase.

BPay, EFTPOS, Credit Card and Direct Debit facilities from a bank account or credit card (BPoint) are all available payment options for the payment of school fees.

All payment options are listed at the bottom of your fee statement issued each term.

Direct Debit or BPOINT

If you wish to avail yourself of the direct debit or Bpoint (direct debit via credit card) option, please fill out the enclosed form and return it to school as soon as possible in preparation for 2023. Camp cost will not be included in the direct debit or Bpoint payment instalments.

Please note a digital signature on these forms is NOT accepted by the bank, please sign in wet ink and scan or photograph the form and return via email or in person.

Continuing Parents in 2024 who have a 2023 Direct Debit will need to complete a new Direct Debit Request form for the school year 2024.

For your convenience, you can also make Credit Card payments via a Bpoint link found at the bottom of email correspondence from pvicfinance@bne.catholic.edu.au.

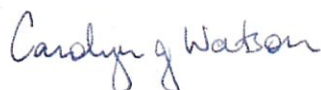
Camp costs will be invoiced in the term of camp and payments are due three weeks from the date of invoice. The due date will be clearly shown on the fee statement.

All concessions are on an annual basis. Application for concessions needs to be made at the beginning of each calendar year. Please ensure you have read through the Fee Policy document 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 by 28/02/2024, a discount of 5% will be offered on the Tuition fee component of the account. I appreciate that an increase in fees can be difficult for some families. If you have any concerns about the 2024 school fees, please contact the school to discuss your family's circumstances.

Yours Sincerely,



Carolyn Watson



St Rita's
PRIMARY SCHOOL

2024 SCHOOL FEE SCHEDULE

	1 child	2 children	3 children	4 children or more
TUITION FEES	\$2,180	\$3,272	\$4,100	\$4,536
SPN SCHOOL PARENT NETWORK LEVY (per family)	\$100	\$100	\$100	\$100
CAPITAL LEVY (per family)	\$608	\$608	\$608	\$608
SUB TOTAL	\$2,888	\$3,980	\$4,808	\$5,244
ADD LEVIES (per child) (per Year Level)	General Levy	Technology Levy		
Prep Levy add \$1060	\$680	\$380		
Years 1 & 2 Levy add \$685	\$305	\$380		
Years 3,4,5,6 Levy add \$685	\$305	\$380		
Voluntary Contributions	Voluntary School Building Fund \$25.00 per term. (Tax Deductible) Parish Fund donation \$10.00 per term. (NON-Tax Deductible)			
Additional Fees	* Year 4, 5 and 6 Camps- Camp costs are invoiced to families in the term of camp and need to be paid by the due date on the statement. As of 2024 Camps are NOT included in direct debit calculations.			

Year 6 polos are paid for through the uniform shop.

Year 6 Senior Polo Shirt



2024 - FEE CALCULATION WORKSHEET

Enter relevant data in the blue sections ONLY.

If using the Direct Debit or Credit Card regular payment method, please print &/or scan your authority payment form and this worksheet to the Finance Secretary at PVICFinance@bne.catholic.edu.au for processing.

Family Details	Student Names	No of Children	Year Level	Fee %		
		1		100%		
		2				
		3				
		4				
		5				
Fee Category	Description	Fee Schedule	Number	Annual Fee	Billing Amount that appears on your statement each Term	
Tuition Fees	1 Child	\$2,180.00	0	\$0.00	\$0.00	
	2 Children	\$3,272.00	0	\$0.00	\$0.00	
	3 Children	\$4,100.00	0	\$0.00	\$0.00	
	4 Children or more	\$4,536.00	0	\$0.00	\$0.00	
Capital Levy School Parent Network Levy	per Family - Compulsory	\$608.00	0	\$0.00	\$0.00	
	per Family - Compulsory	\$100.00	0	\$0.00	\$0.00	
Technology Levy	per student	\$380.00	0	\$0.00	\$0.00	
General Levy	Prep	\$680.00	0	\$0.00	\$0.00	
	Year 1	\$305.00	0	\$0.00	\$0.00	
	Year 2	\$305.00	0	\$0.00	\$0.00	
	Year 3	\$305.00	0	\$0.00	\$0.00	
	Year 4	\$305.00	0	\$0.00	\$0.00	
	Year 5	\$305.00	0	\$0.00	\$0.00	
	Year 6	\$305.00	0	\$0.00	\$0.00	
TOTAL FOR 2023				\$0.00	\$0.00	
Adjustments	Adjust Credit or Debit Balance from previous year, Enrolment Fee refund			Put in actual amount		
	* Deduct \$150 from paid Enrolment Fee for NEW Families starting in 2023				\$0.00	
	* Deduct Credit Balance Brought Forward from previous year				\$0.00	
	* Add Debit Balance Brought Forward from previous year (amount still owing)				\$0.00	
ANNUAL TOTAL including ADJUSTMENTS				\$0.00	\$0.00	
Voluntary Contributions	Select one or more of the following voluntary contributions (Yes on relevant line)			\$		
	Building Fund Donation (Tax Deductible)	\$100.00	No	\$0.00	\$0.00	
	Parish Contribution Donation	\$40.00	No	\$0.00	\$0.00	
ANNUAL TOTAL including ADJUSTMENTS and Voluntary Contributions				\$0.00	\$0.00	
Early Payment	<i>Only apply the below Discount if the Annual Total including Adjustments for 2023 is PAID IN FULL BY THE 28/2/2023</i>					
	Discount	Put '1' only on relevant line				
		1 Child in Family -	\$109.00	1	\$109.00	
		2 Children in Family -	\$163.60		\$0.00	
		3 Children in Family -	\$205.00		\$0.00	
		4+ Children in Family -	\$226.80		\$0.00	
Total Discount			\$109.00			
ANNUAL TOTAL FOR 2023 including DISCOUNT IF PAID IN FULL BY 28/2/2023				-\$109.00		
Payment Schedule	Payment Frequency - per Week	e.g. (15th February to 15th November)	÷ 40 pmts	\$0.00		
	Payment Frequency - per Fortnight	e.g. (15th February to 8th November)	÷ 20 pmts	\$0.00		
	Payment Frequency - per Month	e.g. (15th February to 15th November)	÷ 10 pmts	\$0.00		
	Payment Frequency - per Term	by end of Week 4 of each Term	÷ 4 pmts	\$0.00		



School Fee Policy

St Rita's Primary School is a Catholic educational community committed to promoting life-long and life-giving learning within a supportive school environment designed to meet the needs of each student. We offer an extensive range of academic, cultural and sporting opportunities for students. It is a condition of enrolment that families continue to work with the school to manage payment of school fees where there are difficulties with payments.

Fees and Levies collected at St Rita's Primary are used for the following purposes which are aligned to the Vision and Mission of St Rita's Primary.

- Provide teaching, administrative, class support and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintenance and development of buildings, grounds and equipment.
- Pay for essential utilities (electricity, water and rates) and insurance.

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 and/or 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 2nd week of the term in accordance with the School Fees and Levies Schedule.
2. Fees are due to be paid within 21 days of the issue of the Statement of Fees and Levies. 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. Please talk to finance to discuss the options.
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 SMS/statement/letter will be issued to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- If payment or a suitable response is not received from the reminder, contact with the parent will be made via email, mail or telephone.
- 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 circumstances, the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

Extension of time for payment of fees

If an extension is required, please contact the school finance office prior to due date.

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 Principal and/or Finance.

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 Rita's Primary is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education Schools for assessing eligibility.
- Concession application forms are available at the school finance office.
- All matters are dealt with on a confidential basis.

Late Start Enrolment

New Students entering St Rita's Primary School after 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

Fees will be payable for the whole term in which the enrolment is terminated. 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.

Student 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, and fees in credit will be refunded.

For further clarification regarding the above school fee policy please contact the School Finance Office.

St Rita's Primary School

Explanation of Fees and Levies 2024

Capital Levy	To cover repayments on buildings and maintenance
School Parent Network (SPN) Levy	To support the work of parents and the community within the school
General Levy	This levy covers costs as indicated below: <ul style="list-style-type: none">• Sport• Transport Costs• School Yearbook• Pastoral Activities• Excursions• Class Consumables• Student Resources• Photocopying• Printing Costs
Technology Levy	<ul style="list-style-type: none">• Laptop Program• IT Support• Internet Costs

If school fees are paid in full for the year by 28/02/2023, a discount of 5% will be offered on the Tuition Fee component of the account.

Method of Payment – School Fees

- BPay.
- Agreed payment plan by Direct Debit or Credit Card (BPoint). Authority forms are available on the school website and parent portal.
- Eftpos – Debit and Credit Cards (Visa or Mastercard) accepted at the school Finance Office.
- Credit and Debit Cards (Visa or Mastercard) online via BPoint link available on parent portal.
- Cash at school Finance Office.

Explanation of family charges when other members of the family attend St Rita's Catholic Primary School

	2 nd Child	3 rd Child	4 th Child	5 th Child
Tuition Fee	45.94% off first child tuition fee rate	34.03% off first child tuition fee rate	20.04% off first child tuition fee rate	0% off first child tuition fee rate
Capital Levy	This is charged per family			
SPN Levy	This is charged per family			
General Levy	No Discount	No Discount	No Discount	No Discount
IT Levy	No Discount	No Discount	No Discount	No Discount

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

AUTHORITY FOR RECURRENT PAYMENT BY CREDIT CARD

Action (Please tick): New request Alteration Cancellation

Student/s Name/s: _____

Surname: _____ Name: _____

Address: _____ Postcode: _____

SECTION 1 – CARD DETAILS (ALL DETAILS MUST BE SUPPLIED)

Type of Card (Please tick): VISA MASTERCARD

Cardholder Name (As appears on card): _____

Card Number: _____ Expiry Date (dd/mm/yy): / /

Please black out this section after loading.

SECTION 2 – DESCRIPTION OF GOODS/SERVICES (FOR EXAMPLE, SCHOOL FEES)

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

Payment Frequency (Please tick): Fortnightly Monthly Once Only

No. of Payments: _____ Start Payment Date (dd/mm/yy): / / 20

Amount per debit: \$ _____ Final Payment Date (dd/mm/yy): / / 20

SECTION 5 – AUTHORITY

I hereby authorise the Merchant to debit my Card Account with the amount and at the intervals specified above for goods/services as described. In the event of any change in the charges for these goods/services, I/we authorise _____ to alter the amount from the appropriate date in accordance with such change from time to time.

This authority shall stand, in respect of the above specified Card and in respect of any Card issued to me in renewal or replacement thereof, until I notify the Merchant in writing of its cancellation.

Cardholder's Signature: _____ Date: / / 20

PLEASE NOTE: Form to be retained for your records. Do not forward to ADF.

OFFICE USE ONLY Reference: _____

CC 2016/3



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 link 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:

Date: / / 20

Signature of Customer:

Date: / / 20

Credit ADF A/C: **24857 S16 VIC**

OFFICE USE ONLY School Reference Code:



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.
- 1.4. This Direct Debit Authority remains in place and current unless one of the following conditions has been met.
 - i) the number of payments requested on the Authority has been completed;
 - ii) the end date specified has passed;
 - iii) the debit has been returned unpaid by your Financial Institution four(4) times in a calendar year.
 - iv) you request that the Debit Authority be cancelled either by contacting your School or Financial Institution.

2. CHANGES BY US

- 2.1. The ADF will supply you through the School, in writing with 30 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

