

# School Fees

## Guidelines & Procedures



### Finance Policy

St Pius V School strives to manage our financial resources in an accountable, equitable and just manner. All families contribute to the education of their children within their financial capacity. We acknowledge and embrace the BCE School Fees & Concession Policy 30 June 2022.

St Pius V Primary School aims to provide a quality education to all students. For this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student. In the spirit of St. Mary of the Cross MacKillop, our aim is that no student will be denied a place in our school due to parents' genuine inability to pay full or part fees.

Each year the school fees and levies are reviewed in conjunction with Brisbane Catholic Education guidelines and approved by the School Board.

Fees and Levies collected at St Pius V School are used for the following purposes which are aligned to the Vision and Mission of the school:

- Provide Teaching, Administrative, Classroom Support and Facilities staff.
- Provide essential resources, materials, activities, facilities and equipment.
- Maintain buildings, grounds and other facilities.
- Provide new buildings and grounds enhancements.

Families support the education of their child by paying fees as a necessary contribution to the costs of delivering Catholic Education. The Australian Education Act 2013, recognizes diversity in the capacity of families to contribute to these costs.

***Further Information regarding the issue and payment of school fees can be obtained by contacting the school office.***

# School Fees and Levies Guidelines & Procedures

## Issuing of Accounts

School fees and levies are charged on a term basis and statements are issued and emailed to each account holder during the first two weeks of each school term. A due date (14 days from statement date) is listed on the account and families are required to make payment by the due date unless a payment plan or other special arrangement has been made with the Principal or Finance Officer.

## Methods of Payment

Direct Debit /BPAY /BPOINT secure link /EFTPOS/Cash/Centrelink Deduction.

## Payment Plans/Direct Debits

The school offers a direct debit payment plan to give families more flexibility with their payments. Our Direct Debit (DD) Request form has 'until further notice' in the end date field which allow families to complete one form for the duration of enrolment. Under the Direct Debit Service Agreement, each year St Pius School will advise families in writing of their new instalment amount for the coming year. Families have the option of paying weekly (40), fortnightly (20), monthly (10) or annually (1). The Fee Calculation Worksheet, that calculates the instalment, can be found on the parent portal under School Documents/Finance. The DD form needs to be completed, signed, then returned to the school either in person or via email [PBANFinance@bne.catholic.edu.au](mailto:PBANFinance@bne.catholic.edu.au). If assistance is required calculating the instalment, please contact the Finance Officer.

## Concessional Fees

In cases of financial hardship, a family may apply to the school for a concession. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year, in consideration for a subsequent 12-month period will require a new application.

## Payment Difficulties

If you are experiencing difficulties in paying your account, please contact the school as soon as possible, preferably before the due date. The school may be able to offer some assistance by offering a payment extension or a pay by instalment option. In cases of extreme financial hardship, the school will consider granting a fee concession.

## Overdue Accounts

A reminder statement will be issued to all families who fail to settle the school fee account by the due date, this will grant the account holder an additional 14 days to pay. Should a family fail to respond to contact and fail to negotiate a payment schedule which addresses the school fee account, within the designated timeframe, the debt may be referred to a debt collection agency which will work with the family. However, every effort will be made by the school to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. Contact may be made via email, telephone or letter by the Finance Officer or Principal.

## New Students Entering the School

New students entering the school after the commencement of a term may be charged on a pro-rata basis for remaining weeks of a term at the Principal's discretion.

## Students Leaving the School and Refunds

When a student leaves the school during a school term, written notification is required. Library books, laptops, iPads and musical instruments together with all accessories are to be returned to the school. Students exiting the school after the commencement of a term may be charged on a pro-rata basis for the number of weeks attended during that term at the Principal's discretion. Exited families must settle any outstanding fees within four weeks of exiting the school unless a payment arrangement has been negotiated and approved by the Principal. If a refund is due for overpaid fees, a direct credit to a bank account will be arranged. All other refunds or adjustments will be at the discretion of the Principal.

## Privacy and Fee Responsibility

Under privacy legislation, only those parties who have signed as Account Holders on enrolment documentation can receive or request information on the financial aspects of the enrolled student.