



## 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 Coordinator 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 2<sup>nd</sup> week of the term in accordance with the School Fees and Levies Schedule.
2. Fees are due to be paid within 14 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 or 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 payment arrangement is not in place.)
- If payment or a suitable response is not received from the reminder, contact with the parent will be made via email 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 engage 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 can be arranged 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 Coordinator.

### **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 during the year 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 chargea 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, fees in credit will be refunded.

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