



All Saints Parish School Albany Creek

School Fees Policy

Preamble / Rationale

All Saints Parish School provides a quality Catholic education for all who enrol. Some funding is received from both State and Commonwealth Governments however, fees and levies are charged to be able to provide this quality education.

Upon enrolment, parents and guardians agree to pay these fees and levies in order for the school to meet its financial commitments.

Values

The values of faith, learning and compassion guide this policy.

Policy Statement

All Saints Parish School believes in a just and equitable fee structure. To allow the school to function effectively, the collection of fees and levies are necessary. It is the responsibility of families to pay these fees on time. The school community, through the Principal, has a responsibility to support those families in genuine financial hardship, through concessions on fees and levies.

Policy Implementation

Level of School Fees (Tuition)

The fee structure is in keeping with the values of the school and is subject to an annual review by the School Board and approved by the Parish Finance Council. Fees are published annually on the school website and in the end of year 'Back to School' pack.

School Levies

Additional levies are payable dependent on the students' year level and activities.

Payment of School Fees

All Saints Parish School will issue an account of compulsory school fees and levies at the beginning of each Term.

Concessions

Parents and Guardians experiencing financial hardship are invited to contact the school to discuss the option of a payment plan or Tuition fee concession. Tuition fee concessions must be applied for at the commencement of each year by completing the Concession Application Form and submitted to the Finance Secretary through the school office during the first month of the school year. A concessional arrangement is valid for one school year. Each application will be handled confidentially. Concessions will also be considered on a case by case basis throughout the school year.

Sibling Discount

Discounts are given to siblings who attend All Saints Parish School at the same time. Discounts are listed on the current Schedule of Fees and are given on the base of Tuition Fee only.

Early Payment Discount

A 2.5% discount on base Tuition Fee and Levies, will be granted to parents and guardians who pay the full year's school fees and levies by the due date set out on the annual Schedule of Fees. (Usually the end of February in the year that they are due)

Payment Methods

Payments can be made via :

- BPay ;
- Direct Deposit ;
- Eftpos ;
- Cash ;
- Credit Card ; or
- Cheque.

Unpaid Fees

Please refer to the School's procedure for dealing with Overdue Fees and Levies (Annexure 1).

Confidentiality

All information which is made available to the School Principal will be treated with confidence. Information will be made available only to the Financial Secretary and, if required, the Debt Collection Agency representing the School.

Contact Details

It is the responsibility of each parent to ensure that their current contact details including e-mail and postal addresses, are held by the school.



Procedure for Dealing with Overdue Fees and Levies

For the purpose of more concise writing, in this procedure:

- Fees will mean Fees and Levies ;
- Parents will mean Parents and / or Legal Guardians.

The following procedures will be followed for the collection of Overdue Fees.

1. The due date is printed on the Fee Statement. Parents are expected to pay their fees by this date. The Fee Statement is e-mailed to the e-mail address registered with the school.
2. Any parents not paying their Fees by the due date, will be e-mailed a reminder within 7 days of the fees being due. A revised date will be stated on the reminder, normally 7 days from date the e-mail is sent.
3. If fees are not paid by the revised date, a phone call will be made by either the Financial Secretary or School Principal to enquire as to when the fee commitment will be met. A note of this conversation will be made and then a third statement with a final revised deadline for fee payment, summarizing any discussion held, will be mailed home.
4. If the parents do not meet this final agreed deadline or do not co-operate to set an agreed deadline or payment plan, a first collection notice is sent home with a 7 day deadline from the date of the letter being issued, for the payment of overdue fees. The parents will be invited to make an appointment with the Principal to set up a payment plan.
5. If the parents do not comply with the first collection notice, a second collection notice will be sent home, again with a 7 day deadline from the date of the letter being issued. In this second collection notice, warning of the final step will be detailed, outlining what the implications are of the matter being referred to our debt collector.
6. The matter will be referred to our debt collector. This may affect a person's credit rating if the matter gets to this point.