

1 Policy

Compassion and support extended to families in need are integral to the philosophy of St Oliver Plunkett Catholic Primary School (School). With this in mind, our aim is that no child will be denied a place in our school due to parents/carers genuine inability to pay full or even part fees or levies.

Fee concessions can be considered in cases where children have already enrolled and/or where financial circumstances have subsequently changed in such a manner as to make fee and/or levy adjustments necessary.

2 Rationale

The School aims to develop and promote a welcoming, respectful and compassionate Christian community in the Catholic tradition of faith. The extension of support and compassion to families experiencing genuine financial hardship is integral to this approach.

3 Aims

The policy aims to set out the School's philosophy and approach to Fee Concessions.

4 Implementation

4.1 Application for Fee Concession

Families wishing to apply for concessional fees should do so on the form 'Application for Concessional Fees' available from the school administration.

4.2 Supporting Information

Families requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and/or Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices are evidence of housing costs. No allowance is made for repayments on such items as holiday houses, investment houses, pools etc.

If there is a perceived problem on the part of either party, an interview will take place.

All applications and arrangements will be private and confidential and in accordance with the Brisbane Catholic Education (BCE) Privacy Policy.

The application and/or interview process is aimed at determining a just and equitable fee that is within the family's ability to pay and honours the aims of the School and its Enrolment Policy.

4.3 Fee Concession Arrangements

Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. If family circumstances change the school must be informed in person.

If concessions are required beyond the current year, new arrangements must be negotiated at the start of each school year.

The School is willing to arrange different methods of payment if this is a help to the family.

4.4 Review by Parish Priest and/or Parish Finance Council

The Parish Priest and/or Parish Finance Council may from time to time review any concessions granted.

5 Roles and Responsibilities

5.1 Role of the Principal

The School Principal will be responsible for receiving and approving (or otherwise) all applications.

The School Principal will be responsible for the setting and distribution of accounts and the collection of monies and timely communication with parents/guardians.

5.2 Role of Parents/Guardians

Parents/guardians are responsible for the timely payment in accordance with commitments made and timely communication with the School.

6 Review

This policy will be reviewed every 3 years, or earlier at the discretion of the Principal.

7 Related documents

- i. Enrolment Policy, available from the School office, or the online Parent Portal
- ii. Annual Tuition Fees and Levies Schedule, available from the School office, or the online Parent Portal
- iii. Application for Concessional Fees
- iv. Brisbane Catholic Education (BCE) Information Collection Notice and BCE Privacy Policy