

1 Policy

St Oliver Plunkett Catholic Primary School is a welcoming, faith-filled community committed to the spiritual, academic, social, emotional and physical growth of every student. Guided by the Gospel values of Jesus Christ and the mission of Brisbane Catholic Education, we strive to create an environment where all members of our community are respected, supported and empowered to flourish.

School fees and levies help provide a high-quality Catholic education and support the mission of faith, learning and service. They contribute to:

- Quality teaching, learning and administrative support;
- Contemporary learning resources, technology and classroom materials;
- Safe, engaging and well-maintained facilities;
- Educational, cultural, faith-based and extracurricular opportunities, including excursions and camps; and
- Ongoing development of school infrastructure.

The **Parents and Friends Advisory Group (PFG)** Levy supports initiatives that strengthen partnerships between families and St Oliver Plunkett, fostering a connected and engaged community.

St Oliver Plunkett Catholic Primary School supports families experiencing genuine financial hardship. Families experiencing difficulty meeting fee obligations are encouraged to contact the Principal confidentially to discuss available support and fee concession options. All applications are considered with dignity, respect and compassion.

2 Rationale

St Oliver Plunkett Catholic Primary School, within the Cannon Hill Catholic Parish, is committed to providing a quality and accessible Catholic education. St Oliver Plunkett seeks to balance affordability for families with responsible financial stewardship to support high-quality learning opportunities for all students.

Guided by Gospel values, St Oliver Plunkett fosters a welcoming and inclusive community and is committed to supporting families experiencing genuine financial hardship with dignity, compassion and fairness, ensuring that no student is denied access to a Catholic education due to financial circumstances.

3 Aims

The aim of this Policy is to outline St Oliver Plunkett's approach to the setting, review and collection of Tuition Fees, Levies and Fee Concessions, ensuring transparency, consistency, affordability and support for families while maintaining the financial sustainability of the school.

4 School Fees and Levies Management

School Fees and Levies are charged on a term basis in accordance with the annual School Fees and Levies Schedule, **available on St Oliver Plunkett website/parent portal**. Fees are

payable within 14 days of the issue of the Statement of Fees and Levies, unless alternative arrangements have been approved.

St Oliver Plunkett recognises that families may experience circumstances that affect their ability to meet fee obligations and **encourages early communication to discuss** available support options.

4.1 Extensions of Time

Families requiring additional time to pay their account should contact St Oliver Plunkett Finance Office prior to the due date to discuss an extension.

4.2 Payment Plans

St Oliver Plunkett offers flexible payment arrangements through regular instalments. Payment Plans must be approved by St Oliver Plunkett and, unless otherwise agreed by the Principal, must result in the full clearance of the account by the end of St Oliver Plunkett year.

4.3 Fee Concessions

Families experiencing genuine financial hardship may apply for a Fee Concession.

- Applications may be submitted at the **commencement of St Oliver Plunkett year** or at any time circumstances change.
- Approved concessions will apply from the date a completed application is received **and cannot be backdated**. The principal may override this limitation should special circumstances exist.
- Concessions are granted for a maximum period of 12 months. **A new application is required** for any subsequent period.
- Applications are assessed confidentially and consistently across Brisbane Catholic Education schools in accordance with BCE guidelines.
- Families seeking a concession should contact the Finance Department to obtain an application form.
- All applications are considered with dignity, compassion and respect.

4.4 Recovery of Outstanding Fees

St Oliver Plunkett is committed to working collaboratively with families to resolve outstanding accounts in a fair and respectful manner. Where no Payment Plan or alternative arrangement is in place:

- A reminder notice will be issued within seven days of the due date.
- If payment or contact is not received, the Finance Officer or Principal may contact the family by email, telephone or letter.
- Where satisfactory arrangements are not reached, the account may be referred to a debt collection agency and, where appropriate, further recovery action may be taken.
- Any debt collection costs, legal expenses or direct debit rejection fees incurred may be charged to the family's account.

4.5 Direct Debit Payments

Families paying by direct debit are responsible for ensuring **sufficient funds are available** in the nominated account before the scheduled withdrawal date. Any bank **rejection fees** or related costs incurred by St Oliver Plunkett may be charged to the family's account.

4.6 Enrolment Fees

Enrolment Application Fee

A non-refundable Enrolment Application Fee of \$75.00 (including GST) is payable for each application lodged, regardless of the outcome of the enrolment process.

Enrolment Confirmation Fee

A fee of \$200.00 is payable upon acceptance of an enrolment offer. This fee secures the student's place and will be credited to the family's first fee account. The fee is non-refundable if the enrolment is subsequently withdrawn.

4.7 Late Commencement of Enrolment

Students commencing after the start of a school term may be charged fees and levies on a pro-rata basis at the Principal's discretion.

4.8 Withdrawal of Enrolment

Fees and levies remain payable for the full term in which the enrolment ceases. Requests for a reduction in fees must be submitted in writing to the Principal and will be considered at the Principal's discretion.

All School property, including library resources, devices and accessories, **must be returned upon withdrawal of enrolment**. Where School property is not returned, the family may be **charged the cost** of repair or replacement, as determined by St Oliver Plunkett. Any outstanding fees remain payable in accordance with normal payment terms, and any credit balance will be refunded where applicable.

4.9 Extended Leave and Holding an Enrolment Place

Fees and levies remain payable for the term in which extended leave occurs. Requests for fee relief must be submitted in writing to the Principal and will be considered on a case-by-case basis.

In determining a request, consideration may be given to factors including the length and nature of the leave, the student's enrolment history and any existing waiting list for enrolment.

For further information regarding School Fees and Levies, families are encouraged to contact St Oliver Plunkett Finance Office.

5 Roles and Responsibilities

Principal

The Principal is responsible for:

- Ensuring the implementation and consistent application of this Policy.
- Overseeing the setting, administration and collection of School Fees and Levies in accordance with Brisbane Catholic Education requirements.
- Communicating fee and levy changes to parents/guardians in a timely manner.
- Considering and determining applications for Fee Concessions, Payment Plans and other fee relief arrangements.
- Ensuring all fee-related matters are managed fairly, confidentially and with compassion.

Parents/Guardians

Parents/guardians are responsible for:

- Paying School Fees and Levies by the due date, or maintaining approved payment arrangements.
- Promptly notifying St Oliver Plunkett of any circumstances that may affect their capacity to meet fee obligations.
- Providing accurate and current information when applying for a Fee Concession or other fee relief arrangement.
- Ensuring sufficient funds are available for scheduled direct debit payments.
- Meeting the conditions of any approved Payment Plan or Fee Concession arrangement.

Tuition Fees and Levies

- Tuition Fees and Levies are determined in accordance with Brisbane Catholic Education guidelines and local School funding requirements.
- Annual Fees and Levies are endorsed by St Oliver Plunkett Board and the Parish Finance Council before implementation.
- St Oliver Plunkett will review Fees and Levies annually to ensure they remain fair, sustainable and aligned with the educational needs of St Oliver Plunkett community.

6 Review

This Policy will be reviewed every three years, or earlier as required to ensure ongoing compliance with Brisbane Catholic Education requirements, legislative obligations and the operational needs of St Oliver Plunkett.

Policy Information	Details
Approval Authority	Principal
Policy Owner	Principal
Effective Date	August 2026
Review Date	August 2029
Review Cycle	3 Years

7 Related documents

- St Oliver Plunkett School Fees and Levies Schedule
- Confirmation of Enrolment Form
- Fee Concession Application Form
- Direct Debit Request Authority Form

Current versions of these documents are available on St Oliver Plunkett website, Parent Portal or from St Oliver Plunkett Office.