

## 1 Policy

St Oliver Plunkett Catholic Primary School (School) aims to develop and promote a welcoming, respectful, and compassionate Christian community in the Catholic tradition of faith.

Fees and Levies collected at St Oliver Plunkett School are essential in providing a high-quality Catholic education for all students. The fees and levies are used for the following purposes which are aligned to the Vision and Mission of St Oliver Plunkett School to:

- Provide teaching, classroom, and administrative support
- Provide essential resourcing, materials, facilities, and equipment
- Assist with providing activities such as excursions and camps
- Support the St Oliver Plunkett School building program
- Maintain buildings, grounds, and other facilities

The School charges a “Parents and Friends Levy” to support the initiatives of the parents and the community within our school.

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 for further information concerning the concession application process.

## 2 Rationale

Within the Cannon Hill Catholic Parish, the School is established to provide a quality and inclusive education for students whose parents support the beliefs and values of the Catholic faith. The School seeks to maintain a deep philosophical commitment to affordability for its families at the same time ensuring sound financial management practices to achieve the best possible outcomes for enrolled students and their families.

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 structuring, changing, and collecting Tuition Fees, Levies and Concessions at the School.

## 4 School Fee and Levy Collection Process

School fees and Levies are charged on a term basis in accordance with the School Fees and Levies Schedule for the year (available on our website).

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.

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:

### **Extension of Time**

If an extension is required, please contact the school office prior to the due date.

### **Payment Plans**

Payment of the school fee and levy account 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.

### **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 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 Oliver Plunkett School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
- A family wishing to apply for a concession should apply to the Finance Officer, in the first instance, for a Fee Concession Application form.
- All matters are dealt with on a confidential basis.

### **Recovery of unpaid fees**

In fairness to families who pay their school fees regularly and on time, our school will seek to resolve all overdue school fee accounts.

- A reminder statement will be issued by email within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email from the Finance Officer or Principal.

- If after 14 days from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- Legal costs, direct debit rejection fees and any debt collection costs, or other costs incurred will be at the family's expense.

## **Agreed Payment Plans**

Our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal. To establish an Agreed Payment Plan, authority forms are available from the school office.

## **Late Start Enrolment**

New students entering St Oliver Plunkett School after the commencement of the term may be charged on a 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, iPads 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, any fees in credit will be refunded.

## **Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken. 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. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of student waiting lists.

**For further clarification regarding the above school fee and levy collection process, please contact the school office.**

## 5 Roles and Responsibilities

### Role of the Principal

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

### Role of Parents/Guardians

- Parents/guardians are responsible for the timely payment of accounts and communication with the School
- To communicate with the School if there are any changes to circumstances that may prevent the payment of accounts.

### Other

- Tuition Fees and Levies are set in line with the recommendations of the Brisbane Catholic Education Office and are endorsed by the School Board and the Parish Finance Council.

## 6 Review

This policy will be reviewed annually, 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. Fee Concession Policy, available from the School office, or the online Parent Portal.
- iv. Brisbane Catholic Education (BCE) Information Collection Notice and BCE Privacy Policy