

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.

Each family contributes to the financial responsibilities and the successful operation of the School through the payment of fees and levies. Non-payment of fees unfairly burdens the collective school community.

Compassion and support extended to families in need are integral to the philosophy of the School. With this in mind, our aim is that no child will be denied a place in our school due to parents/guardians genuine inability to pay full or even part fees or levies. Fee concessions can be considered and this is set out in the School's Fee Concession Policy.

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.

3 Aims

The policy aims to set out the School's philosophy and approach to structuring, changing and collecting Tuition Fees and Levies at the School.

4 Implementation

4.1 Tuition Fee Structure

The School's Tuition Fees and Levy Structure is set out in the letter included in **Annexure A**. These Tuition Fees and Levies do not cover the cost of:

- textbooks and stationery
- uniforms
- student electronic devices (e.g. Year 5/6 1:1 iPad program)
- private lessons arranged through the School
- medical, dental and pharmaceutical expenses for illness or injury suffered by a student while attending, or arising out of, an approved School activity
- donations.

Parents will be notified of costs in addition to Tuition Fees, which will be separately charged.

4.2 Tuition Fee & Levy Charges

Annual school fee and levy rates including tuition fees, subject levies and other charges that may be applied in relation to participation in activities such as excursions and camps, will be established ahead of each school year and will ensure the continued efficient operation of the school. Consideration will be given to:

- Ensuring that the school is positioned to provide high quality contemporary education for all students

- Establishing rates that are consistent and fair
- Enabling fee concessions for those whose circumstances require them
- Ensuring that all students have equal access to all aspects of the curriculum, including school functions and activities
- Maintaining a school environment that recognises and reduces any incidence of discomfort felt by students and families due to financial constraints

Annual revisions are in line with the recommendations of the Brisbane Catholic Education Office and are endorsed by the School Board and Parish Finance Council. Consultation and approval with all relevant parties will be an integral part of setting and adopting the annual fees, levies and charges.

Parents will be notified of annual tuition fees and due dates in writing. The updated tuition fee schedule will be published on the School's website.

4.3 **Responsibility for Payment**

The individuals who are party to an Enrolment Agreement with the School are responsible for the student's tuition fees and any other costs associated with the student's enrolment at the School.

Where the School is provided with a Court Order which provides for an alternate arrangement (as between the parents) for payment of the student's tuition fees and any other costs associated with the student's enrolment at the School, the School may act on the Court Order at its absolute discretion, to the extent permitted by law and will act in accordance with the Court Order as required by law.

4.4 **Fee Payment**

Fees can be paid as follows:

- quarterly in four equal instalments through the year. The School will issue an account of full Tuition Fees and levies in the second week of each term, payable within 14 days of issue.
- by instalments (i.e. by Direct Debit) through written agreement with the Principal. All payment plans must address the school fee account so that the account is cleared in full by the end of the year or respect any signed agreements with the Principal.

Any arrangements to vary the terms of payment must be made with the Principal. Any such arrangements will be placed in writing and require the signature of both the Principal and the payee.

4.5 **Overdue Accounts**

Where fees are not paid by the due date they will be considered overdue and a reminder notice will be issued by the School. The School will facilitate the repayment of outstanding accounts in an ethical and responsible manner. The School may engage debt collection agencies if accounts are outstanding for more than one month and no alternative payment arrangements have been entered into.

4.6 **Fees in Lieu of Notice/Transfers**

It is appreciated that changing family circumstances will sometimes require that a child transfer to another school. Fees and levies will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice was impractical.

New students entering the school after the commencement of a term will be charged on a pro-rata basis for the remaining weeks of the term

4.7 Refunds

1. Should a student leave the school during a school term, written notification must be forwarded to the Principal. Student library books, iPad and all accessories must be returned to the school.
2. At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the school during the term. If any fees remain outstanding, they will be payable as per the School Fees and Levies Policy and where appropriate, any fees in credit will be refunded.
3. Enrolment application fees are non-refundable.
4. Confirmation deposits for enrolment are non-refundable should you choose not to continue with your accepted offer of placement.

5 Roles and Responsibilities

5.1 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.

5.2 Role of Parents/Guardians

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

5.3 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



St Oliver Plunkett
CATHOLIC PRIMARY SCHOOL
CANNON HILL

School Fees and Levies Policy

P02 Revision 2

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