



School Fees Policy

Policy

Parents, Guardians, Carers commit to the payment of levies and school fees when enrolling their children at St Patrick's College. We are aware, however, that from time to time some parents find themselves in financial difficulties.

With this in mind, our aim is that no student will be denied a place in our school due to a parent's genuine inability to pay full fees and levies.

This policy should be read in conjunction with the Recommendation of Tuition Fees, normally issued by Brisbane Catholic Education in October each year, the Financial Accessibility of Catholic Education Schools (September 2008) Policy and St Patrick's College Gympie Enrolment Policy.

Rationale

All Catholic schools are called to service and to demonstrate an authentic response to Christ's call. They are challenged to balance financial accessibility with their need to provide resources to a standard acceptable to their community.

Values

- Promote Catholic schooling in a way that actively encourages all families who share our religious educational values to access our schools.
- Ensure there are processes to develop fees and concessions which are consistent and fair.
- Ensure that, financially, all students have access to all aspects of the curriculum, including school functions.

Guidelines

- Unless there is an agreement for full concession at enrolment, the acceptance by parents of the position at St Patrick's College assumes the ability to pay fees in full.
- Parents may apply for fee concession, subsequent to enrolment, if financial circumstances change.
- Application for fee concession must be discussed with either the Principal or Business Manager and documentation provided.

- Parents and guardians are sent a reminder letter for non-payment of fees after each term.
- The College reserves the right to pursue fees outstanding in excess of three (3) terms through a Debt Collection Agency.
- Parents of students who transfer to another school will be charge the term's fee for the term of termination except in cases where fair notice is given.
- Levies and fees must be paid in full even if a student is not a full time student.
- College activities are compulsory for all students. Should a student be unable to attend and a refund be sought, the College must receive a request in writing 3 weeks before the event or a Doctor's Certificate if student is ill.
- A 10% discount is available for those accounts finalized by the advertised discount date each term.

Fees and Levies collected at St Patrick's College are used for the following purposes which are aligned to the Vision and Mission of the College to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the St Patrick's College building program
- Maintain buildings, grounds and other facilities

Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, St Patrick's College will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter/email will be issued 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.
- b. 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.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

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 text books, library books and laptops 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 college, the number of previous leave occurrences, and the existence of student waiting lists.