

# St Joseph's Primary School

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## **FEE COLLECTION AND PAYMENT INFORMATION**

The fees and levies collected at St Joseph's are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

The St Joseph's Parents & Friends Association also collects a levy of \$125 per family per year through our fee structure.

## **ISSUING OF ACCOUNTS**

School fees will be posted at the commencement of each term. If you wish your fee statement to be emailed please provide your email details. The statement will show the following:

- School Fee – which is the tuition fee, charged to educate your child/children.
- P & F Levy – charged by the P & F Association to provide other benefits / resources which your children will benefit from at school.
- General Activities Levy
- ICT Levy
- Building Levy – Loan repayments and building maintenance.

**Parents are asked to pay the account by the due date. The due date is shown on the account.**

## **METHODS OF PAYMENT**

Payment may be made by cash, cheque, EFTPOS or direct transfer. A Direct Debit facility is also available.

## **PAYMENT DIFFICULTIES**

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the school as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the school will consider granting a fee concession.

## **CONCESSIONS**

In cases of financial hardship the school will consider offering a concession on the quarterly fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be resubmitted at the commencement of the new school year. It is important that all families budget appropriately to ensure they are doing their best to pay school fees and support their child's education. Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including, Wages, Youth Allowance, all other Centrelink payments, etc. as well as housing costs, e.g. rent or mortgage. Concessions will be reviewed through the year in case circumstances change.

## **OVERDUE ACCOUNTS**

It is easy to overlook an account in the rush of everyday life. Reminders will be given to those families whose account is overdue. If you are experiencing difficulty in paying your account, please contact the Principal to arrange an interview as soon as possible. We will then be in a position to assist you.

On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the school to make alternate arrangements. In this instance the school is reluctantly forced to consider using legal action or engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

## **FURTHER INFORMATION**

Should you require further information, please feel free to contact the Principal during school hours.