St William's School
GROVELY
In God's Hand

St William's Primary School – Grovely

SCHOOL FEE POLICY

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

- Provide teaching, administration, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the School building program
- Maintain buildings, grounds and other facilities

The St William's Parents and Friends Advisory Group also collects a levy through the school fee structure to support the initiatives of the parents and community within the 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 or Finance Secretary for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a **term** basis during the first weeks of the term in accordance with the School Fees and Levies Schedule (available on our website).

2. 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.

3. 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:

    a. Extension of Time
    If an extension is required, please contact the school finance office prior to the due date.

    b. 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 or Finance Secretary.

c. Fee Concessions
In cases of financial hardship an application may be made for a fee concession.

(i) 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.

(ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St William's Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

(iii) Concession application forms are available at the school finance office.

(iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees
In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.

a. A reminder statement/notice/letter 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 school Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.

d. 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

As mentioned in point 3b above, 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 and/or Finance Secretary. To establish an Agreed Payment Plan, forms are available on the school website, Parent Portal or from the school finance office.

Late Start Enrolment

New students entering St William's Primary 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 text books, library books and 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 Policy and Fee Payment Guidelines

- **For leave of one term or less:** An absence is recorded and fees are payable for the entire term in which extended leave is taken. Your child's place will be retained at the school.
- **For leave greater than one term:** Parents/Caregivers may choose one of the following options:
    1. **Log an absence and continue paying fees** for the duration of the leave. Your child's place will be retained. If requested, all library books, school-owned iPads, accessories and resources must be returned to the school.
    2. **Cancel your child's enrolment.** No fees will be charged and all library books, school-owned iPads, accessories and resources must be returned to the school. Please note: your child's place is not reserved. Upon re-enrolment, **if space is available**, families must follow the current enrolment process. An enrolment application fee and confirmation fee will apply. Please refer to the Fee Schedule for further details.

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