St Francis Xavier School
Runaway Bay

Brisbane Catholic Education
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POLICY: School Fees

St Francis Xavier, Runaway Bay, aims to provide a quality education to all students and for this to be achieved, Fees and Levies are charged.

Fees and Levies collected at St Francis Xavier are used for the following purposes which are aligned to the Vision and Mission of the School to:

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

St Francis Xavier charges a "Parent and Friends Levy" to support the initiatives of the parents, carers 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 School Finance Coordinator at prunfinance@bne.catholic.edu.au for further information concerning the concession application process.

School Fees and Levies Collection Process

1. School fees and levies are charged on a **term** basis. A Statement of Fees and Levies is emailed to families by the second week of each school term in accordance with the School Fees and Levies Schedule located on the 'School Fees' tile on the BCE Connect App. A notification to parents will be placed on the 'Announcements' tile of the BCE Connect App to advise when statements have been issued.
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 reflected on the Statement and families are required to make payment in full. A reminder notification to parents will be placed on the 'Announcements' tile of the BCE Connect App prior to the due date.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account by the term due date, a variety of options are available:
    a. Extension of Time

       If an extension is required, please contact the School Finance Coordinator prior to the due date.

    b. Agreed Scheduled Payment Plans

       Payment of the school fees and levies account by regular instalments. All payment schedules must ensure that the account is cleared by the end of each term and thus cleared by the last day of the school year, or as negotiated with the School Finance Coordinator.

c. Fee Concession

In cases of financial hardship, a concession application may be completed and submitted to the School Finance Coordinator with supporting documentation for consideration. An appointment with the family is required upon initial application.

(i) Concession applications are accepted at the commencement of each year or at any point initiated by the family upon commencement of hardship. Concessions are applied to the school fees account 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 is taken, under the mission and values of Brisbane Catholic Education and St Francis Xavier School when reviewing applications and are means tested in line with Federal Government Poverty Lines and valid for the current year only. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.

(iii) Concession application forms are available via email from the School Finance Coordinator. For successful applications, agreed payment plans must be paid.

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

Recovery of unpaid fees

4. In fairness to families who pay their school fees regularly and on time, St Francis Xavier follows up overdue school fees accounts. The School will make every effort to contact a family with an overdue account and negotiate a payment schedule that is in line with the family's current financial position. This includes contact by SMS, email and/or phone.

a. A reminder statement/notice/letter will be issued to any family who has not settled their account. This does not apply to any family on a payment schedule or where a special arrangement has been negotiated with the School Finance Coordinator.

b. If payment or a suitable response is not received within 14 days, contact with the parent(s) will be made via telephone, SMS or email by the School Finance Coordinator.

c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account will be sent to the school's registered debt collection agency who will work with the family to address the debt. Payments are to be made to the collection agency in this case, until the account is up-to-date. The agency will forward payments monthly to the School, to be added to the fees account.

d. In serious cases, where there is clear capacity to pay outstanding fees, and an arrangement cannot be made or is broken, legal options will be pursued by the School.

e. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Agreed Scheduled Payment Plans

As mentioned in point 3(b) above, St Francis Xavier offers families the opportunity of paying the school fee account by regular BPay instalments or FACTS Direct Debits (weekly, fortnightly, monthly) over the course of the year. All Agreed Regular Scheduled Payment Plans must clear the school fees account by the end of each term and thus be cleared by the last day of school in Term 4 of the current school year. Any extensions to an Agreed Scheduled Payment Plan must be negotiated with the Principal and/or Finance Secretary.

Collections of accounts in arrears of a payment schedule follow the School Fees and Levies Collection Process above.

Late Start Term Enrolment

New students entering St Francis Xavier School after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term. An updated statement will be emailed.

Extended Leave/Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken.

If any fees remain outstanding, an arrangement must be made with the School Finance coordinator to settle the account within four weeks of taking leave. Any fees accounts in credit will be refunded.

Withdrawal of Enrolment

Advice of a student's departure must be made in writing. An enrolment termination form is available on the 'Documents' tile of the BCE Connect App.

Students exiting St Francis Xavier School during the term will be refunded on a pro-rata basis for the remaining weeks of that term.

Student textbooks, library books, laptops and all accessories are to be returned to the School.

If any fees remain outstanding, an arrangement must be made with the School Finance Coordinator to settle the account within four weeks. Any fees accounts in credit will be refunded after the exit date to a nominated account provided by the student's legal guardians.

For outstanding amounts, where an arrangement is made and defaulted on, the account will be referred to the School's registered debt collection agency without advice.

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

School Fees Collection Flowchart

