



## St Francis Xavier Catholic Primary School

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### SCHOOL FEE POLICY

St Francis Xavier Catholic Primary School is part of the Brisbane Catholic Education System. The System supports each school in the Archdiocese in a variety of ways. One of the most significant is related to staffing. Teaching and support staff are located within our schools, based at supporting schools or at our Catholic Education Centre. Government grants subsidise staffing costs in part. The balance comes from school sources.

Fees and Levies collected at St Francis Xavier Catholic Primary School 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 excursions
- Support the School building program
- Maintain buildings, grounds and other facilities.

The School charges a "Parent and Friends Levy" to support the initiatives of the parents and community within the college.

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 and/or Administration Officer 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 week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 7 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 Administration Officer 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 and / or Administration Officer.

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 Francis Xavier Catholic 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 from the Administration Officer.
- (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 (see attached diagram)

- 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 is not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian 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's 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. Regular payments may be made from a bank account, credit card or Centrelink benefit. These payments must be calculated to ensure the school fees account is fully paid by the last day of the school year. Any extensions to these payment plans must be negotiated with the Principal and/or Administration Officer. Forms to establish a regular payment plan are available on the School website, Parent Portal or from the School Office.

### **Late Start Enrolment**

New students entering St Francis Xavier Catholic 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 and/or Administration Officer'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.

Library books, 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 school, the number of previous leave occurrences, and the existence of student waiting lists.

**For further clarification regarding the above school fee and levy collection process, please contact the School Administration Officer.**

## TUITION FEES AND CHARGES BILLING AND COLLECTION PROCESS

Statement sent out during Week 1 of each Term  
Payment due within seven (7) days from the issuing date



SMS sent to all families two (2) days prior to the due date



For Accounts which remain outstanding at the due date, a reminder statement is sent, giving seven (7) days to pay



For Accounts which remain outstanding fourteen (14) days after the due date, a reminder letter is sent by the Principal



If no response is received within seven (7) days after the Principal's letter, phone contact will be made with account holders by the Principal or Principal's representative



Regrettably, at the discretion of the Principal, the outstanding account may be placed in the hands of the school's Debt Collection Agency