

# ST ANN'S SCHOOL

## FEE AND LEVY POLICY

St Ann's School aims to provide a quality education to all students and in order for this to be achieved, fees and levies are charged.

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

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

The School charges a "Parent and Community Levy" 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 refer to our concession policy for further information including 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 School Fees Schedule (available on our website)
2. Fees are due to be paid within 14 days of the issue of the School Fee statement. 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 Finance Administration Officer prior to when the debt is due.

- 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 Finance 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 when the hardship within the family occurs. 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 Ann's 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 office.
- (iv) All matters are dealt with on a confidential basis.

#### 4. Recovery of unpaid fees

- a. In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.
- b. 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.
- c. 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.
- d. 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 college.
- e. 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 arranged 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. Agreed Payment Plan forms are available on the school's website, Parent Portal or from the school office.

## Late Start Enrolment

New students entering St Ann's 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

Parents of students exiting the school are required to give two weeks' notice.

The nominated fee payer of students exiting the school after the commencement of a term may be charged on a pro-rata basis for the number of weeks attended during that term.

The nominated fee payer of students who have exited the school must settle any outstanding fees within four weeks of exiting the school unless a payment arrangement has been negotiated and approved by the

Principal. Any nominated fee payer failing to settle the account or to negotiate a payment plan may be referred to a debt collection agency for immediate recovery action.

Should a nominated fee payer default on a repayment arrangement, the account may be referred to a debt collection agency for recovery action.

## **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.

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