



POLICY: School Fees Policy

1. PURPOSE

The purpose of this policy is to describe Our Lady of Lourdes School's approach to the collection of School Fees and Levies. The fees and levies collected by Our Lady of Lourdes School allow for the provision of high-quality education for our students.

2. RATIONALE

Our Lady of Lourdes School is part of a large system of Catholic Parish schools of the Archdiocese of Brisbane and is administered under the auspices of Catholic Education, Brisbane. The School's main priority is to service the Primary education needs of Catholic families who reside in Sunnybank. As Our Lady of Lourdes is an Archdiocesan Catholic School, no one is ever turned away through inability to pay for basic education. Special consideration will be given for families with demonstrated financial difficulties. Application with supporting documentation needs to be made with the Principal.

3. POLICY STATEMENT

At Our Lady of Lourdes School, we believe that educating and developing our children is enhanced when our staff and parents/carers, coexist in positive collaborative relationships of shared responsibility.

Fees and Levies collected at Our Lady of Lourdes Sunnybank 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
- Support the Our Lady of Lourdes building program
- Maintain buildings, grounds and other facilities

The Our Lady of Lourdes Parents and Friends Association also collects a levy through the school 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 for further information concerning the concession application process.



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4. PRINCIPLES

School Fee and Levy Collection Process

1. School fees and levies are charged on a **term** basis during the second week of the term in accordance with the School Fees and Levies Schedule (available on our website). The preferred method of payment is via Direct Debit.
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. 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 agreed to by the Principal.
 - 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's Debt Collection agency. In serious cases, where in the school's opinion 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.
4. On acceptance of enrolment, commitment was given to pay the fees by their due date. 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, all of which are at the Principal's discretion.

a. **Extension of Time**

If an extension is required, please contact the school finance office to make a request to the due date for consideration by the Principal.

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 otherwise agreed with the Principal.

c. **Fee Concessions**

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

- i. Concession applications are accepted for consideration 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

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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 Our Lady of Lourdes is used when reviewing applications; no Catholic student will be excluded due to an inability of the family to pay school fees. 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.

Agreed Payment Plans

As mentioned in point 4b 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 agreed by the Principal. To establish an Agreed Payment Plan, application forms are available on the school website, Parent Portal or from the school finance office. All arrangements are at the discretion of the Principal.

Consequences of Unpaid Fees

- Any Direct Debit Rejections will be notified by email. Current Direct Debit payment plan will automatically be cancelled by the bank after 4 rejections. Please ensure there is sufficient funds in the account for transactions to be processed on scheduled date. Alternate payment must be arranged to cover bank rejection/s.
- Contact from the School Principal to meet and develop a payment plan.
- Failure to adhere to this agreement will mean **all** outstanding Fee Statements will be forwarded to the schools Debt Collection Agency.

Late Start Enrolment

New students entering Our Lady of Lourdes after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term 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 or refund of fees a written application 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 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 after outstanding debt.

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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 application 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 finance office.

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