



SCHOOL FEES POLICY

We at St Joseph's Primary School are committed to providing a Catholic Education to all children whose parents desire it. We also are aware that from time to time some parents find themselves in financial difficulties. With this in mind, our aim is that no student will be denied a place in our school due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Joseph's Primary School assumes the ability to pay fees in full. Future concessions can be considered in cases where children have already enrolled, only where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

Those wishing to apply for exemption or reduction of fees are requested to contact the School Principal.

It is anticipated that all families will make an attempt to pay Levies as these amounts represent monies paid out by the school on behalf of each child for library and general resources, art & craft Materials, excursions, swimming/sport and other transport costs etc.

It is appreciated that changing family location or circumstances will sometimes require that a student transfer to another school. Fees then will be payable up to the time at which the enrolment is terminated.

SCHOOL FEES BILLING PROCEDURE

1. School Fees & Levy Accounts are sent home Per Month to all families at the beginning of each month from February to November. Accounts are payable within 14 days of issue.
2. Several payment options are available – weekly, fortnightly, monthly, by term or annually. Any arrangements to vary these terms of payment must be made with the Finance Secretary.
3. Fees may be paid in cash, cheque, and direct deposit, EFTPOS or Bpay. Receipts for fees paid will be reflected in the accounts for the next month or you may request a receipt at any time. Fees paid annually in advance will receive an immediate receipt.
4. Reminders of outstanding accounts will be processed when fees are overdue (within two weeks of due date)
5. Accounts which remain outstanding a month after the due date will be dealt with in one or more of the following ways:
 - Letter from the Principal
 - Phone contact by the Finance Secretary
 - Interview with the Principal
6. Where accounts still remain unpaid two months after due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector.