



## SCHOOL FEE AND LEVY POLICY

St Joseph's School, Murgon aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student.

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

- Provide Teaching, Administrative, Classroom Support and Facilities staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements and support of the School building debt

### GUIDELINES

#### Issuing of Accounts

- School Fees and Levies are charged on a monthly basis during the first week of every month in accordance with the School's Fees and Levies listing (available on our Website) and comprise the following charges:
  - Tuition Fee and Capital Levy
  - Resource Levy
- A due date is listed on the account and parents are required to make payment by the due date unless a special arrangement has been made with the Principal or Finance Secretary.
- A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.

#### Methods of Payment

- Direct Debit – ADF
- EFTPOS – Debit and Credit Cards at the Office
- Credit or Debit card (Visa or Mastercard) via telephone contact with the Office
- Cash or Cheque at the Office

#### Payment Plans

The School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All payment plans must address the school fee



account so that the account is cleared in full by the end of the year or as negotiated with the Principal or Finance Secretary.

### Concessional Fees

In cases of Financial hardship, a family may apply to the School for a concession. Concessions applications are accepted at the commencement of each year or when hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year, in consideration for a subsequent 12-month period will require a new application.

A compassionate and just approach under the mission and values of the School and Brisbane Catholic Education are used when reviewing applications. The application process uses the Henderson Poverty Line when assessing eligibility for concessions, the process takes into consideration all income including wages, Centrelink payments etc as well as housing costs eg rent, minimum mortgagee repayments. Application forms for concessions are available at the School office.

### Payment Difficulties

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the School as soon as possible, preferably before the due date. The School may be able to offer some assistance such as extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

### Overdue Accounts

Every effort will be made by the School to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This may include contact via email, telephone, letter or personal visit.

Should a family fail to respond to these contacts and fail to negotiate a payment schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal or Finance Secretary will also be referred directly to the debt collection agency.

### New Students Entering the School

- New Students entering the School after the commencement of term may be charged on a pro-rata basis for the remaining time at the Principal or Finance Secretary's discretion. The invoice must be paid by the due date each month.

### Students Leaving the School

- 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 month at the Principal or Finance Secretary's discretion.
- Exited families must settle any outstanding fees within four weeks of exiting the School unless a payment arrangement has been negotiated and approved by the Principal or



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Finance Secretary. Any family failing to settle the account or to negotiate a payment plan may be referred to a debt collection agency for immediate recovery action.

- Should an exited family default on a repayment arrangement, the account may be referred immediately to a debt collection agency for recovery action.

Further information regarding the issue and payment of school fees can be obtained by contacting the School.



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