



School Fee & Levy Policy

St Joseph's Primary 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 students.

Fees and levies collected by St Joseph's Primary School, Murgon are used for the following purposes which are aligned with 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 the school building debt.

GUIDELINES

Issuing of Accounts

- School fees and levies are charged each term during the first couple of weeks every term following the School's Fees and Levies listing (available on our website) and comprise the following:
 - Tuition fee and Capital levy
 - Resource levy
- A due date is listed on the Account Statement and parents are required to make payment by the due date unless a special arrangement has been made with the Finance Officer. Fees are due 14 days after the Account Statement is sent.
- A reminder notice will be issued 14 days after to all families who have not settled the school fee account by the due date when a payment plan is not in place.

Methods of Payment

- Direct Debit
- Eftpos
- Bank Transfer
- Qkr!
- Centrepay

Payment Plans

The school offers families the opportunity to pay school fee accounts in regular instalments over the year. All payment plans must address the school account so that the account is cleared in full by the end of the year or as negotiated with the Finance Officer.

Concessional Fees

In financial hardship, a family may apply to the school for a concession. Concession 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 is 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 and Centrelink payments as well as housing costs e.g. rent, and minimum mortgage 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 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 Account

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 or letter. A reminder notice will be sent 14 days after the due date. Second reminder 28 days after the due date.

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 that is broken without consultation with the Finance Office will also be referred directly to the debt collection agency.

New Students Entering the School

New students entering the school after the commencement of the term may be charged on a pro-rata basis for the remaining time at the principal's discretion.



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Murgon Qld 4605

P: 07 4168 1627

E: pmurgon@
bne.catholic.edu.au

W: www.stjosephs
murgon.qld.edu.au

Student 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 term at the principal'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. 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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