



## SCHOOL FEE POLICY

Welcome to St Kevin's School. As a member of Brisbane Catholic Education, we value high-quality, inclusive Catholic schooling. The school's fees are determined each year by the principal in consultation with Brisbane Catholic Education. Fees are a principal source of income for the school, without which the school would not be able to meet its own financial obligations and commitments.

The school considers the legal commitment for fees to rest with the parent/guardian/person or persons who have specifically signed the financial obligation form on the student's enrolment application.

Fees and levies collected at St Kevin's School are used for the following purposes aligned with the school's vision and mission.

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

The school collects a levy through the school fees called the Family & Community Engagement Levy (F.A.C.E) to support the school initiatives with the parents and community within the school.

We are aware that from time to time, some parents find themselves in financial difficulties. For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure enrolment is not compromised. Please contact the principal or finance secretary for further information concerning the concession application process.

### **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).
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. 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 school finance office prior to the due date.

b. *Payment Plans*

Payment of school fee and levy accounts by regular instalments. All payment plans must ensure the account is cleared by the last day of the school year or as negotiated with the principal.

c. *Fee Concessions*

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St. Kevin's assumes the ability to pay fees in full. It is, therefore, the responsibility of the parents or parent accepting their child's enrolment at St. Kevin's to meet their commitment to paying school fees. Future concessions will only be considered where children have already enrolled, and financial circumstances have significantly changed in such a manner as to make fee adjustments necessary.

In such 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 at any point initiated by the family. 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 approach under the mission and values of Brisbane Catholic Education and St Kevin's School is used when reviewing applications. Relevant documentary evidence and an interview or telephone interview may be required with the principal. All Brisbane Catholic Education schools adopt the same process for assessing eligibility.
- (iii) Concession application forms are available at the school office.
- (iv) All matters are dealt with on a confident basis.

4. *Recovery of unpaid fees*

In fairness to families who pay their school fees regularly and on time, our school will follow up on 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 are not in place.

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 satisfactory arrangements have not been reached after two weeks from the second reminder, the account may be sent to the school Debt Collection agency. In serious cases where there is a 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 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 to pay the school fee account in regular instalments over the course of the year via **BPAY, Bank Account or Credit Card**. This is the school's preferred payment option. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by November of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the principal and/or finance secretary. Forms are available on the school website/Parent Portal or from the school finance office to establish an Agreed Payment Plan.

### **Late Start Enrolment**

New students entering St Kevin'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**

Fees will be payable for the whole term the enrolment is terminated. For a reduction in fees, a written request must be made to the principal at the time of the notification and may be granted at the principal's discretion. Student textbooks, library books, laptops, and all other accessories will 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.

### **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 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 get in touch with the school [finance office](#).**