

School Fees Policy

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

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 the enrolment of their child at St Kevin's to meet the commitment to the school fees. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

Concessions must be applied for at the commencement of each year by completing the Concession Application. The period for applying and processing a fee concession will be during the first month of the school year. If a concession is offered, the signed agreement between the parents and the school must be returned to the school before any adjustments can be made to the school fee account. In order to meet this commitment, it is expected that payment of the concession amount would be by Direct Debit or wage deductions.

It is appreciated that changing family circumstances will sometimes require that a student transfer to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice is impractical.

School Fees Billing Procedure:

1. An account of full fees and levies will be issued by the school in the first fourteen days (14) of each term, payable within 30 days of issue. The exception to this is for those families using the Direct Debit facility or Credit Card Payment Authority, where fees are deducted automatically on a monthly basis. Any bank fees charged to the school for rejected payments will be added to the school fee account.
2. Any arrangements to vary the terms of payment must be made with the principal.
3. Reminders on outstanding accounts will be processed within seven days after the due date.
4. Accounts which remain outstanding 14 days after the due date will be dealt with in one or more of the following ways:
 - A reminder letter from the Principal.
 - Phone contact by the Principal or financial secretary.
 - Interview with the Principal.
5. In the case of accounts remaining unpaid one month after the due date and no appropriate arrangements made to pay the agreed fee, the account may be placed in the hands of a debt collection agency. The costs associated with placing the account with the debt collection agency will be added to the account of the outstanding debt.
6. Failure to respond to the debt collection agency may result in the initiation of legal action for the recovery of the debt. The family concerned will be liable for any additional costs incurred in recovering the outstanding debt.