

### Finance Policy

St Pius V School strives to manage our financial resources in an accountable, equitable and just manner. All families contribute to the education of their children within their financial capacity. We acknowledge and embrace the BCE policy statement for Financial Accessibility of Catholic Education Schools 2008.

St Pius V Primary School 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. In the spirit of St. Mary of the Cross MacKillop, our aim is that no student will be denied a place in our school due to parents' genuine inability to pay fees in full.

Each year the school fees and levies are reviewed by the school in conjunction with Brisbane Catholic Education guidelines and approved by the school Board.

Fees and Levies collected at St Pius V School 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, activities, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements

# School Fees and Levies Guidelines & Procedures

## Issuing of Accounts

School fees and levies are charged on a term basis and statements are issued and emailed to families during the first two weeks of each term.

A due date (14 days from statement date) is listed on the account and parents are required to make payment by the due date unless a payment plan or other special arrangement has been made with the Principal or Finance Secretary.

## Methods of Payment

- Direct Debit
- BPay
- EFTPOS – Debit and Credit cards at the Office
- Cash/Cheque at the Office
- Centrelink Deduction

## Payment Plans/Direct Debits

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. Any bank fees charged to the school for rejected payments will be added to the school fee account.

## 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 the 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.

## 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 of 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

A reminder statement 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.

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.

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.

#### New Students Entering the School

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

#### Students Leaving the School and Refunds

When a student leaves the School during a school term, written notification is required. Library books and laptops and all accessories are to be returned to 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.

If a refund is due for overpaid fees, a direct credit to a bank account or a cheque will be arranged.

All other refunds or adjustments will be at the discretion of the Principal.

#### Privacy and Fee Responsibility

Under privacy legislation only those parties who have signed as Account Holders on enrolment documentation can receive or request information on the financial aspects of the enrolled student.

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