



St Mary's School, Beaudesert School Fee and Levy Policy

St Mary's School aims to provide a quality education to all students and in order for this to be achieved, fees and levies charged.

Fee and Levies collected at St Mary's 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, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and ground enhancements and also support of the School building debt.

GUIDELINES

Issuing of Accounts

School fees and levies are charged on a term basis during either the last week of the school holidays prior to the beginning of the Term or during the first week of the Term in accordance with the School Fees and Charges listing (available on the school website www.stmarysbeaudesert.qld.edu.au) and comprise of the following charges:

- Tuition Fee
- Capital Levy
- Resource/Excursion Levy
- ICT Levy
- Maintenance Levy
- P&F Association Levy
- Camps, Swimming

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 Finance Secretary.

A reminder notice on a red coloured piece of paper 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
- BPay
- EFTPOS – Debit and Credit cards at the School Office or over the telephone via a MOTO
- Credit Card through recurrent payment plan
- Cash at the School 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 the account is cleared in full by the end of the school year as negotiated with the Finance Secretary.

Concessional Fees

In cases of financial hardship families are to apply for a concessional on the Tuition Fee. The Resource, ICT Levy, P&F Levy and other levy charges are to be paid in full. An Application for Concessional Fees must be completed and submitted to the Finance Secretary with supporting financial documentation. Concessional Fees are means tested in line with the Federal Government Poverty Lines and are valid for the current year only. Applications must be submitted at the beginning of each year or when the hardship within the family occurs. A requirement for Concessional Fees is that you establish a payment plan via a Direct Debit.

Payment Difficulties

If an account is not able to be paid by the due date, any families experiencing such difficulties are required to contact the School Finance Secretary to negotiate an alternative payment schedule.

Overdue Accounts

Every effort is made by the School to make contact with any family with an overdue account to negotiate a payment plan that is in line with the family's current financial position. This will include contact via email, telephone and letter. Should a family fail to respond to these contacts and negotiate a payment schedule which addresses the school fee account, the family will 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 School 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 a term will be charged on a pro-rata basis for the remaining weeks of the term. The invoice must be paid by the last week of the term.

Student leaving the School

Students leaving the school after the commencement of a term will be charged on a pro-rate basis for the number of weeks attended during that term.

Families leaving the school, must settle any outstanding fee within four weeks of leaving, unless a payment arrangement has been negotiated and approved by the Finance Secretary. Any families failing to settle the account or to negotiate a payment plan will be referred to a debt collection agency for immediate recovery action.

Should a family who has left, default on a repayment arrangement, the account will be referred immediately to a debt collection agency for recovery action.

Further information regarding the issue and payment of school fees can be obtained from the School Finance Secretary.