

Our Lady of Good Counsel Catholic Primary School

SCHOOL FEE POLICY

The Parish of Gatton established a Catholic Primary School in 1917 allowing local children the opportunity to access a Catholic Education.

Our Lady of Good Counsel Learning Community are committed to providing a high quality Catholic Education for all. Funding is received from Federal and State Government budgets however it is necessary for the school to collect fees to cover additional financial costs involved in meeting the learning goals of the school whilst striving to ensure a safe, supportive and nurturing environment.

Fees and Levies collected at Our Lady of Good Counsel are used for the following purposes which are aligned to the Vision and Mission of the school to:

- 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 Our Lady of Good Counsel Parents and Friends Association also collects a levy through the school fee structure to support the initiatives of the parents and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal or Finance Officer 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 by the end of Week 2 of each term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid by the end of Week 4 each term. 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 the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.

c. Fee Concessions

In 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 and just approach under the mission and values of Brisbane Catholic Education and Our Lady of Good Counsel school is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.
- (iii) Concession application forms are available at the school finance office.
- (iv) All matters are dealt with on a confidential basis.

4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.

- a. A reminder email 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 14 days of the reminder email, a second reminder email will be issued.
- c. If no response is received within 7 days of the second reminder email, contact with the parent will be made via telephone to make an appointment with the school Principal.
- d. **Failure to meet with the school Principal to discuss a suitable payment plan and satisfactorily meet these arrangements will result in the account being sent to the school Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.**
- e. Legal costs, direct debit rejection fees and any debt collection costs 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 of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. The school finance officer can assist with establishment and calculation of payment plans. All payment plans and any extensions to the payment plans must be negotiated and approved by the school Principal.

Late Start Enrolment

New students entering Our Lady of Good Counsel 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 in which the enrolment is terminated. 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.

Student text books, library books and laptops and all accessories are to 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 college, 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 contact the school finance office.

