



ST BERNARD'S CATHOLIC SCHOOL UPPER MT GRAVATT

St Bernard's Catholic school, founded by the Sisters of St Joseph, shares in the educational mission of the church as part of St Bernard's Parish

FEES & LEVIES POLICY

RATIONALE

St. Bernard's Catholic parish community is committed to offering a Catholic education to all children whose parents/carers desire it. St Bernard's Catholic School is guided by the traditions of the Sisters of St Joseph and its Mission Statement in determining financial arrangements related to student enrolment. The school is committed to exploring all reasonable means of containing fees, levies and charges on parents/carers, so as to maintain its inclusivity and diversity.

POLICY

The acceptance by parents/carers of an enrolment offer on behalf of their child in St. Bernard's Catholic School assumes the ability to pay fees and levies in full. We are aware that, from time-to-time some parents/carers find themselves in financial difficulties. Compassion and support extended to families in need are integral to the philosophy of St Bernard's Catholic School.

- It is appreciated that changing family circumstances will sometimes require that a child transfer to another school. Fees and levies 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 was impractical.
- Fees and levies (including tuition fees, subject levies and other charges that may be applied in relation to participation in activities such as excursions, camps, etc.) are revised annually in line with the recommendations of the Brisbane Catholic Education Council, and approved by the Parish Finance Council. A copy of our current Fee and Levy Schedule is included in pamphlet form with the Application for Enrolment package.
- Fee concessions can be considered in cases where children have already enrolled and/or where financial circumstances have subsequently changed in such a manner as to make fee and /or levy adjustments necessary.

With this in mind, our aim is that no Catholic child will be denied a place in our school due to parents/carers' genuine inability to pay full or even part fees or levies.

ROLES AND RESPONSIBILITIES

The annual school fees and levies charges will be endorsed by the School Board and ratified by the Parish Finance Council.

The Principal will be responsible for the setting and distribution of accounts and the collection of monies.

Consultation with all relevant parties will be an integral part of setting and adopting the annual charges.

Payment of Accounts:

- The school will issue an account of full fees and levies in the second week of each term, payable within 30 days of issue.
- Any arrangements to vary the terms of payment **must** be made with the Principal. The agreed upon arrangements will be placed in writing and require the signature of both the Principal and the payee.
- Reminders on outstanding accounts will be processed within seven (7) days after the due date.
- Accounts that remain outstanding fourteen (14) days after the due date will be responded to in the form of a reminder letter from the Principal.

OUR VISION

Learning is child-centred, where children are prepared as life-long learners to meet challenges as compassionate Christian members of our community.

OUR MISSION

- To develop and nurture an environment where children learn about themselves, their world and God:
- By working in partnership with families, staff and the parish community
 - By valuing the diversity of all members of our community
 - By experiencing and living a Christian life in the Catholic faith.



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- Personal contact (phone call or interview) will follow up with any families failing to respond to the reminder letter.
- Where accounts still remain unpaid one month after the due date and no appropriate arrangements have been made to pay the agreed fee, the account may be placed in the hands of a debt collector.

Concessions:

- Families wishing to apply for concessional fees should do so on the form "Application for Concessional Fees" obtainable from the secretary.
- Families requesting concessions must provide evidence of gross income, tax and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices as evidence of housing costs.
- Where the Principal is satisfied with the documentary evidence provided, a concession may be granted without necessitating an interview.
- If there is a perceived problem on the part of either party, an interview may take place.
- The application and/or interview process is aimed at determining a just and equitable fee which is within the family's ability to pay.
- No allowance is made for repayments on such items as holiday houses, investment houses, pools, etc.
- Once a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
- If concessions are required beyond the current year, new arrangements must be negotiated each school year.
- The school is willing to arrange different methods of payment if this is a help to the family.
- Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation must be sent to the Principal.
- Any concessional fee arrangements may be reviewed by the Parish Priest.

ASSOCIATED SCHOOL DOCUMENTS

- St Bernard's Catholic School's Mission Statement
- Annual Budget as endorsed by the School Board
- Educational Brief as part of the **2004** Master Plan
- Strategic Renewal Plan **2002-2006**

RELEVANT LEGISLATION AND CATHOLIC EDUCATION GUIDELINES

- The Archdiocesan "The Administration of Parish School Funds" booklet
- The Pastor and the Parish School - **April 1993**

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REVIEW

This Policy will be reviewed annually or -

- as required due to exceptional circumstances;
- as Brisbane Catholic Education requirements/guidelines change.

By this process, St Bernard's Catholic School ensures the best possible practices for its students, school staff, parents and care-givers

AUTHORISATION

The St Bernard's Catholic School Board, in consultation with the school staff, Parents and Friends Association and the parish community endorses this policy.

This policy takes effect as of the date recorded below and is authorised by the Principal.

1 July 2008

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