

SCHOOL FEES COLLECTION GUIDELINES

SCHOOL FEE ASSISTANCE

Our Catholic Education Diocesan of Rockhampton policy on school fees states:

“No student should be excluded from a Catholic school because of the inability of their parents/carers/guardians to pay the prescribed fees in whole or in part.”

Parents have a responsibility and an obligation to pay school fees and levies according to Diocesan Policy Guidelines and account procedures.

Families with more than one child in the same or other primary or secondary Catholic schools in the Diocese of Rockhampton, receive fee discounts as described in the 2019 Tuition Fee Schedule above.

Families may be eligible for school fee assistance under the Concession Card Tuition Fee Discount and/or a Principal's Concession.

Concession Card Tuition Fee Discount

A 70% Tuition Fee Discount is available for 'means-tested' Australian Government Health Care and Pensioner Concession cards. These cards must meet eligibility criteria for this concession to apply.

Principal's Concession

New or existing parents, who are experiencing financial hardship, and may or may not hold a concession card, are able to discuss alternate fee discounts directly with the school principal, who will treat the situation confidentially.

Diocesan policy states that exemptions are made and reviewed every 12 months. All we ask is that you are also genuine when considering how much you are able to contribute.

PROCEDURES

1. The annual fees will be billed over four school term instalments.
2. Where practical, accounts will be sent out in the second week of each term requiring payment within 14 days.
3. The account must be paid by the due date shown on the fee statement.
4. It is possible - and preferred by many families - to pay on a weekly, fortnightly or monthly basis. Direct Debit is available at no extra cost to parents. See the Finance Secretary for the appropriate form. Fees can also be paid by credit card, BPay, cash and cheque. Other arrangements for payment of fees should be arranged with the Principal.
5. The school Finance Secretary must be contacted to obtain approval for an extension of time if circumstances arise where the account cannot be settled by the due date.

6. All parents with overdue accounts who have not contacted the school and do not have a payment plan will receive an “Urgent Notice - Overdue Account” letter soon after the due date has passed.
7. If no payment is received or contact made with the school within 14 days of sending the “Urgent Notice - Overdue Account” letter, a follow up phone call will be made by the Finance Secretary to ascertain whether the family have received the reminder notice and to inquire as to how the overdue account is to be settled.
8. If no response is forthcoming, the matter will be referred to the Principal and the “Final Demand - Overdue Account” letter will be sent.
9. If no response or reply is forthcoming after 14 days, the Principal may then place responsibility for collection in the hands of the Diocesan Collection Agency, George Laurens.
10. If necessary, the Director of Catholic Education may authorise legal action to recover any outstanding debt.

MONEY COLLECTION

Every effort is made to include all costs incurred each term on the term account. However, from time to time, children may need to bring money to school. It is appreciated if you send the correct amount whenever possible.

