



SCHOOL FEES 2018

Dear Parents,

Welcome back. This letter attached to your school fees invoice will explain the various charges and detail the methods of payments.

Tuition Fee: This is shown as Fee on your invoice remittance.

Capital Levy: This is shown as CL on your invoice remittance. The Capital Fund Levy is **COMPULSORY**, it is not a donation and **NOT TAX DEDUCTIBLE**.

The Building Fund Donation and Library Fund Donation: This is a voluntary donation, not a LEVY. As such, it is **100% tax deductible**.

Parish Fund Donation: There is also the ability to contribute to the Parish Fund. This is a donation and is **not tax deductible**.

Resource and Excursion Levy: This is shown as SLE on your invoice remittance. Resource & Excursion Levy will cover the resources **and** all excursions, sports, school activities, competitions etc for the whole year, **excluding** the Year 5 camp, the Year 6 Canberra Trip and Instrument Hire which is invoiced separately on your statement.

Resource and Excursion Levy		
	Per year	Per term
Prep Year	\$425.00	\$106.25
-Prep Wages Levy	\$420.00	\$105.00
Early Years (1 & 2)	\$425.00	\$106.25
Junior Years (3 & 4)	\$425.00	\$106.25
Upper Years (5 & 6)	\$425.00	\$106.25

Prep School Officer Levy

This is a separate levy for Prep families only, to cover the cost of prep school officer wages that are "above schedule staff".

P & F Levy: This is shown as P & F on your invoice remittance. The P & F Levy is compulsory and non-refundable.

Year 4 and Year 5 1:1 Laptop Levy

This is also shown in the SLE on your remittance. This is a separate levy for Year 4 and Year 5 students to cover the costs of the laptop that will be assigned to them from Year 4 to the end of Year 6.

SCHOOL FEES INVOICE SCHEDULE

The dates the fees will be sent out and due dates for the year appear in the table below.

Term	Date Sent	Date Due
1	2 February 2018	16 February 2018
2	27 April 2018	11 May 2018
3	27 July 2018	10 August 2018
4	19 October 2018	2 November 2018

METHODS OF PAYMENT

Direct Debits: This form has been enclosed with your first statement and is also available on the school website and Parent Portal. Extra copies will be available from the school office. If you wish to direct debit your account each week, fortnight or month, whichever you nominate, you only need to complete the form at the beginning of the year and your account will be debited for the same amount each time. At the end of the year if you are in credit, this amount will be 'rolled over' into the next year.

Cash: We do accept cash; however please **do not send this with the children**. Cash will only be received over the counter in the school office at which time you will receive an official receipt. **We do not accept responsibility for cash that is sent with your child to the classroom.**

To make processing of your accounts as efficient as possible, it is very important that you return the tear-off slip at the bottom of the invoice with your payment as it clearly states the family name, reference and amounts invoiced, which will eliminate any guessing on our part.

EFTPOS: EFTPOS is available at the school office and can be used for either credit card or debit card transactions.

Continuing Credit Card Authority: This form will need to be obtained from the school office. Using this method, authority is given to deduct from your credit card only on a fortnightly or monthly basis.

Internet Banking: Our account details are:
BSB: 064 786
Account No: 037551600
Account Name: St Matthew's Primary School Loganholme.
Please reference with family code and family name

It is very important that the reference stated can be linked to the correct family making the payment. Please use the numbers that appear on the top right-hand corner of your school fees invoice in the **BPay box, starting with 30500XXXXX**. This code is unique to your account as we do have several families with the same surname. We appreciate your assistance in this matter.

BPay: Payment can be made by using the BPay Biller Code and Reference in the BPay box on the top right-hand corner of your school fees invoice.

If you have any queries about your account balance, please contact Kerrey van der Wijk in the school office on 3209 6155.

Concessions: Any parents who find themselves in an extremely difficult situation with school fees would be asked to contact us as soon as the situation arises. We have a detailed process in place. Information can be obtained from the office. Concessions do not carry over from year to year, therefore please contact the office if you would like to request a concession for 2018.

DISCOUNT FOR SCHOOL FEES PAID IN ADVANCE FOR THE YEAR

We offer a discount for payment of school fees for the **Tuition and Capital Levy components only**, if paid for the whole year by the 28 February 2018. Please note that this discount does not apply to the Resource & Excursion Levy and P & F Levy.

Overdue Accounts: Reminder notices are sent after the due date for payment of unpaid accounts. Every family, regardless of a concession, is required to contribute to school fees and levies. If, however a family does not contribute over the term and have not contacted the school we may proceed to formal debt collection.

Equally, if a family has entered a payment plan which has not been honoured the school may proceed to formal debt collection.

Once the accounts have been handed on to the debt collection agency, the matter effectively passes out of our school's control and all negotiations for payment must then be made with the debt collectors.

In some instances, it may be necessary for the school to proceed to further **legal action** which may affect your credit rating.

We thank you for your co-operation and look forward to another great year at St Matt's!

Tim Stinson
Principal