

## St Matthew's Primary School Fees and Levies Policy

St Matthew's Primary School is committed to providing a Catholic education to all children whose parents desire this, subject to our enrolment policy. With rising costs of living, the school is aware that from time-to-time families may find themselves experiencing financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place at St Matthew's due to parents' genuine inability to pay fees and levies.

### Vision and Mission

School fees and levies collected and expended at St Matthew's Primary School align with the school's Vision and Mission:

- 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

### School Fees and Levies Collection Process

School Fees and Levies Statements are generated on a **TERM** basis, in accordance with the school's Fees and Levies Schedule (available on our website and Parent Portal). Statements are emailed within the first two weeks of each term from [pcoufinance@bne.catholic.edu.au](mailto:pcoufinance@bne.catholic.edu.au) to each account holder. The due date for payment is within fourteen (14) days of the issue of the statement. The due date will be noted on the statement.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of their statement, a variety of options are available:

- **Extension of Time**  
If an extension is required, please contact the [school finance office](#) prior to the due date.
- **Payment Plans**  
Payment of school fees and levies 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 and/or Finance Officer.
- **Fee Concessions**  
For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment at the school is not compromised. Please contact the school finance office for further information concerning the concession application process.
  - 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
  - A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Matthew's Primary School is used when reviewing applications
  - The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility
  - Concession application forms are available at the school finance office
  - All matters are dealt with on a confidential basis.

## **Agreed Payment Plans**

As mentioned within, our school offers families the opportunity of paying school fees and levies by regular instalments. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school account by the **last day of the school year**. Any extensions to an Agreed Payment Plan must be negotiated with the [Principal and/or Finance Officer](#). To establish an Agreed Payment Plan, forms are available on the school website, Parent Portal or from the school finance office.

## **Recovery of Unpaid Fees**

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

A reminder statement/notice/letter will be issued within seven (7) days to any family who has not settled their school account by the due date where a payment plan or other arrangement are not in place.

If payment or a suitable response is not received within seven (7) of the reminder statement, contact with the parent will be made via telephone, mail or email.

If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school's Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.

Legal costs, debt collection costs, or other costs incurred, will be at the family's expense.

## **Late Start Enrolment**

New students entering St Matthew's Primary School after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term.

## **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 textbooks, library books, laptops, iPads 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 and levies will be payable for the whole term in which extended leave is taken. For a reduction in fees and levies 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 school, the number of previous leave occurrences and the existence of student waiting lists.

For further clarification regarding the above school fees and levies collection process, please contact the [school finance office](#).