St Matthew's Primary School, Cornubia

School Fees and Levies Policy

St Matthew's Primary School is committed to offering a Catholic education to all children whose families desire this, subject to our enrolment policy.

As a Catholic school, St Matthew's is not fully funded by government grants and therefore relies on the prompt payment of school accounts to maintain high-quality educational programs and resources. Unpaid fees and levies impact the school's ability to meet its financial commitments, including staffing and resource allocation.

The school acknowledges that some families may experience financial challenges due to rising living costs. Financial hardship is assessed by the school through a concession application and a meeting with the principal.

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

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 BCE Connect App). Statements are emailed within the first two weeks of each term from 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
  All school-approved part-payment plans must ensure the school account is paid in full by the last day of the school year.

Recovery of Unpaid Fees and Levies

To ensure fairness to families who pay school fees and levies on time, our school will follow up on overdue accounts.

If payment or a formal part-payment arrangement is not made by the statement due date, a reminder email will be sent within seven days. If there is no response to this reminder, a final notice email will follow. Outstanding fees and levies are referred to the **school's debt collection agency** for professional management, including legal action, with any associated costs charged to the family.

Should fees and levies remain outstanding, with no part-payment arrangement or financial hardship verified by the school, the principal has the discretion to terminate a student's enrolment.

Agreed Payment Plans

St Matthew's has partnered with FACTS Management Australia to offer you a flexible way to manage your school fees and levies by way of regular instalments. All plans must clear the school account by **the last day of the school year**. Any extensions must be negotiated with the principal and/or finance officer. Detailed information regarding how to sign up to FACTS will be shared with families early in Term One 2027.

Partial Concession

Families experiencing financial hardship are encouraged to contact the school finance office to request a concession application form. If deemed eligible by the school, a partial reduction of the Tuition Fee and Capital Levy may be offered.

- Concession applications are assessed during the term they are received and cannot be applied retrospectively to previous terms or years, or to the following year/s.
- Not all concession applications received meet the school's eligibility criteria.
- To receive a concession, a formal part-payment arrangement is required to pay for the remaining fees and levies not covered by the concession.
- Concession applications are subject to external audit and are evaluated in accordance with the mission and values of Brisbane Catholic Education and St Matthew's.
- Families are urged to promptly communicate any financial difficulties as outstanding fees and levies may affect their child's enrolment at St Matthew's.

Late Start Enrolment

New students entering St Matthew's 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 policy, please contact the school finance office.