



School Fees Policy

We at St Matthew's are committed to providing a Catholic education to all children whose parents desire this, subject to our enrolment policy. We are also aware that from time to time, some parents find themselves in financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place in our schools due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Matthew's assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

It is appreciated that changing family circumstances will sometimes require that a student transfer to another school. Fees 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 is impractical.

School Fees Billing Procedure

1. Accounts are issued each term. An account of full fees and levies will be issued by the school in the second week of each term and will be payable within 14 days of issue, the end of the fourth week. Mastercard/Visa, EFTPOS, Direct Debit and BPay facilities are available.
2. Any arrangements to vary the terms of payment must be made with the finance secretary.
3. Accounts which remain outstanding 7 days after the due date will be dealt with in one of the following ways:
 - Overdue notices will be issued
 - Letter or phone contact by the finance secretary
 - Interview with the Principal
4. Where accounts still remain unpaid 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 or other actions pursued.