

St JOSEPH'S & St ANTHONY'S PARISH SCHOOLS OFFICE

An Apostolic Work of St Joseph's Parish, Tweed Heads
And St Anthony's Parish Kingscliff

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21 November 2016

YEAR 2017 SCHOOL FEE PAYMENTS

The Parish Schools Office (PSO) has completed the budgets for the 2017 school year which provide for a net expenditure of \$4,680,092 for the five schools, an increase of 6.6% from 2016. This is the cost of running the schools excluding teachers' salaries which are funded by the Federal and State Governments. The budget funds ancillary staff, teaching resources and expenses, office and administration costs, insurances, provision of services, maintenance, loans and interest payments.

As a result of the increase in student numbers at our schools we have been able to maintain tuition fees at St Joseph's Parish to the same level as 2016, with the exception of St James Primary which will have a \$40.00 p.a increase on their tuition fees. St Ambrose Primary has remained at 2016 levels and there will be an \$8.00 reduction at St Anthony's Primary. The structure of fees for 2017 along with the payment methods, terms and conditions are attached. The fees have been structured to provide a set fee for one child in either secondary or primary school, with a 25% discount for the second child, a 50% discount for the third child and full fee discount for subsequent children on the **tuition fees portion of the account**.

School fee Invoices for 2017 will be emailed to families at the beginning of term 1 with **full payment due by 28th February**. Families who pay their account in full by this date will receive a 5% discount on the tuition fee portion of the invoice. *(Families will still have the option of paying fees on a regular payment cycle (weekly/fortnightly/monthly/ etc with all fees to be finalised by 15th December each year).* Families are requested to complete and return the attached Payment Option form - (attachment A of this letter).

The PSO is mindful at all times of ensuring that the policy for collection of fees is in harmony with the Parish Mission Statement and philosophy of catholic schooling, without jeopardising the financial health of the schools and their ability to ensure outcome based teaching and learning practices of the highest standard.

We remind all families that it is their responsibility to meet their school fee obligations as they fall due. In the event that a family is seeking an alternative payment arrangement, or seeking fee relief due to a genuine inability to meet the payment, these families are required to contact John Klein or Kim Lockley, Accounts Receivable Officer (07 5536 3884), prior to commencement of the school year.

Families are reminded that you are required to give one term's written notification of departure from the school. In the absence of such notification an amount equivalent to one term's fees will be payable.

Yours Sincerely



Fr Michael Brady
Parish Priest



John Klein
Parish Operations Manager

St Joseph's & St Anthony's Parish Schools Office serving the school communities of:



St JOSEPH'S & St ANTHONY'S PARISH SCHOOLS OFFICE

2017 SCHOOL FEES

The following fee structures apply for 2017:

	<u>Tuition Fee</u>	<u>Textbook & Resource</u>	<u>IT Levy</u>	<u>Other Levies</u>	<u>Approximate Total Fees</u>	<u>Increase Decrease</u>
St Joseph's College	\$2,640	\$600*	\$100**	***	\$3,440	\$100
St James Primary	\$1,970	\$220	-	\$100#	\$2,250	\$ 40
St Joseph's Primary	\$1,770	\$220	\$200^	-	\$1,990	\$0
St Anthony's Primary	\$1,800	\$220	-	\$150##	\$2,170	-\$8
St Ambrose Primary	\$1,808	\$220	-	\$150##	\$2,178	\$0

* Increase in Textbook & Resource levy to cover additional costs in this area.

** All students at St Joseph's College will be invoiced for \$100 pa to cover IT infrastructure costs. Students with school provided laptop will be given the option to purchase the machine, those families who do not wish to purchase their existing college supplied laptop (or supply their own laptop) and continue to use this machine will incur an additional \$320 computer access fee.

*** St Joseph's College will invoice families separately for elective subject fee costs and TVET courses for year 9-12 students.

St James Primary sport levy will result in families not having to pay for weekly sport excluding electives for each student. In addition, St James has a \$60 Parent Forum Levy per family

^ St Joseph's Primary - \$200 IT levy for years K, 1 & 2 (\$200 levy will apply for Year 3 students in 2017)

St Anthony's & St Ambrose Primary schools activity levy will result in families not having to pay for weekly sport.

The above fees do not include the cost of excursions, field trips and sport fees (excluding St James Primary sport fees), these will be invoiced directly by the schools to each family.

The Parish has a family discounts structure which applies to the above tuition fees only and are based on 25% for the 2nd Child, 50% for the 3rd child, with subsequent children paying only the Textbook and resources, levies and computer access fee. Families paying fees in full within 4 weeks of the commencement of term 1 will receive a 5% discount off the net tuition fees.

YEAR 2017 SCHOOL FEE PAYMENT TERMS AND CONDITIONS

Payment of school fees is subject to certain general requirements as detailed below. Parents are asked to select a method of payment at the **START OF THE SCHOOL YEAR** or at **TIME OF ENROLMENT** best suited to your circumstances, and then arrange to adhere to the program throughout the year. A program of fortnightly payments is particularly recommended as a means of linking fee servicing with regular income such as wages, Family Tax Benefits etc.

1. PAYMENT OPTIONS

To enable the Parish Schools Office to effectively plan its income to service the Budget, please choose one of these options and advise the Parish Schools Office of your choice.

PER YEAR: Invoice amount is payable 28 days from issue of invoice (5% Discount on tuition fee)

PER TERM: 4 equal payments, payable 28 days from the commencement of terms 1, 2, 3 and 4

MONTHLY: 12 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office

FORTNIGHTLY: 26 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office

WEEKLY: 52 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office.

2. PAYMENT METHODS

Families can select from the following methods to make school fee payments

- a. Direct Debits from your bank account or credit card (Visa, MasterCard only). Please complete attached authority or contact the Parish Schools Office to make the necessary arrangements,
- b. By BPay, (Biller Code & Reference Details are noted on the bottom of the invoice)
- c. Direct deposit book through the Commonwealth Bank. Please telephone the Parish Schools Office to arrange for an encoded deposit book with an agent number specific to your school fee account,
- d. Phone Banking/Internet Banking into the Parish Schools Office Account. Please telephone the Parish Schools Office (07 5536 7522) to make the necessary arrangements,
- e. At the School's Administration office or St Joseph's Parish Administration office in Tweed Heads by EFTPOS, credit card, cheque, or cash.
- f. Centrepay – contact the Parish Schools Office to arrange deduction from current Centrepay payments.

Please contact either the parish schools office to obtain forms for Direct Debits payments or deduction from Centrepay payments. Forms can be downloaded from parish website - stjosephs.org.au/parish-schools-office/parish-schools-office-forms/ (cut and paste).

Please note that existing arrangements for BPay, Periodical Payments and Internet Banking will need to be changed to the new system. Please complete attached form or contact Kim Lockley on 5536 3884 or 5536 7522 for account details.

As per the Parish School Fee Collection Policy set down by the Parish Schools Office, families who genuinely feel they will have difficulty servicing the fee must discuss their needs at a personal interview with the Schools Accounts Receivable Clerk, Kim Lockley. **(For a personal and confidential appointment please contact Kim on 5536 3884 or 5536 7522).**

Families are required to contact the Parish Schools Office prior to the commencement to the school year to discuss issues that may affect the timely payment of school fees.

In order to keep fee collection costs to a minimum, it is most important that your school fees are paid as agreed by you from one of the options listed above. If you are not in a position to pay as suggested please telephone the Parish Schools Office to arrange a payment program for the year.

NB: Please complete and return "Attachment Payment Option form – Attachment A" as soon as possible.

Families paying weekly, fortnightly or monthly will have their direct debit payments adjusted to meet the full fees unless prior arrangements are made with the parish schools office.

Full school fees to be paid no later than 28th February annually unless prior arrangements with PSO

St JOSEPH'S & St ANTHONY'S PARISH SCHOOLS OFFICE

PARISH SCHOOLS OFFICE TERMS & CONDITIONS OF ENROLMENT

1. The Parish Schools Office (PSO) is responsible for the administration of the centralised school fee billing system for the catholic schools within St Joseph's Parish Tweed Heads and St Anthony's Parish Kingscliff. The Parish Schools Office is located in the St Joseph's Administration Centre in Tweed Heads.
2. All families are expected to pay the standard fees in accordance with the previous mentioned payment options, **unless an alternate arrangement has been negotiated with the Parish Schools Office**. This will be evidenced by a variation, in writing, to this agreement.
3. Continuation of enrolment for each successive year of study is conditional on:
 - i. Fees for current and past years being paid in full or
 - ii. An approved payment plan with Parish Schools Office to be in place prior to commencement of proceeding year,
4. School fees are due for payment in full by **28th February** each year unless prior arrangements are made with the Parish Schools Office no later than 10th February each year. (Families paying fees in full within 4 weeks of the commencement of term 1 will receive a 5% discount off the net tuition fees).
5. On termination of enrolment, outstanding school fees are due and payable immediately unless an agreed arrangement has been entered into with Parish Schools Office.
6. Families are required to give one term's written notification of student departure from the school, in the absence of such notification a fee equivalent to one term's fees will be payable.
7. Information provided on enrolment forms may be used by the Parish Schools Office in relation to the collection of school fees. For more information about our Privacy Policy, please contact the Parish Schools Office.
8. Ongoing application of any fee variation is subject to periodic review with regard to financial circumstances and/or performance under this policy.
9. Families are reminded that students may be ineligible to attend major trips/excursions (overseas or domestic) unless fees are paid in full or a satisfactory arrangement established with the Parish School Office prior to the application to attend the trip. Payment for the trip by a 3rd party (e.g. grandparents/student) will not be a reason to vary this clause. This includes fees owing direct to the school.
10. If payments are not made or are in arrears and no alternative arrangement agreed, a reminder notice will be issued. Failure to respond may result in the matter being referred for recovery action and continued enrolment being placed under consideration by the Parish Schools Office with the School Principal.
11. Any costs of recovery action being taken by the Parish Schools Office will be charged to the outstanding account.
12. The parent who signs the Student Enrolment Application accepts responsibility for payment of the fees. Where a student lives with both parents, each parent is required to sign the form.
13. Split invoices can be issued on request to each parent. However, each parent/guardian has a joint and several responsibility for the payment of the fees which means should either party not pay their share of the fees we have the right to pursue the other party for the full amount.
14. All overdue accounts, not subject to an arrangement approved by the Parish Schools Office, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.
15. Families paying fees by direct debit are responsible for ensuring that sufficient funds are held in their bank accounts. Any payments returned by their bank will incur a \$5.00 administration fee in addition to any fee charged by the bank.

PAYMENT OPTIONS -

Attachment A

I/We request to pay our school fees as follows:

- | Frequency | Method |
|---|--|
| <input type="checkbox"/> In Full (By due date) | <input type="checkbox"/> BPay/Internet Banking |
| <input type="checkbox"/> Per Term (full fees to be paid in term 3) | <input type="checkbox"/> Direct Debit |
| <input type="checkbox"/> Monthly _____
(nominate 1 st , 15 th , 16 th or 25 th) | <input type="checkbox"/> Parish Office or School (Direct or phone) |
| <input type="checkbox"/> Fortnightly _____
(preferred day of week). | <input type="checkbox"/> Centrelink Deduction |
| <input type="checkbox"/> Weekly _____
(preferred day of week) | <input type="checkbox"/> Bank Deposit Book |
| <input type="checkbox"/> Other – Specify _____ | <input type="checkbox"/> Other – (specify) _____ |

FAMILY NAME: _____ CONTACT NO: _____

STUDENT NAMES/s: _____ FAMILY CODE: _____
_____ (if known) _____

DIRECT DEBIT DETAILS:

ACCOUNT NAME: _____ ACCOUNT TYPE: _____

BANK/BRANCH: _____ BSB: _____

ACCOUNT/CARD NO. _____ EXPIRY DATE: _____
(*Visa/MasterCard only*)

AMOUNT: \$ _____ COMMENCING DATE: _____
(dd/mm/yy)

SIGNATURE: _____ DATE: / /

(PLEASE RETURN TO PARISH SCHOOL OFFICE or to your SCHOOL)

13 Frances St Tweed Heads
PO Box 219 Tweed Heads 2485
Email: sfm@stjosephs.org.au

FOR OFFICE USE ONLY:

WCA Fee System updated

Direct Debit established

St Joseph's & St Anthony's Parish Schools Office serving the school communities of:

