

# PARISH SCHOOLS OFFICE – TWEED HEADS

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

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13 Frances Street  
TWEED HEADS NSW 2485  
[sfm@stjosephs.org.au](mailto:sfm@stjosephs.org.au)

## SCHOOL FEE AGREEMENT

This document represents an agreement between the St Joseph's Parish Schools Office Tweed Heads (PSO) and the person(s) responsible for the payment of school fees (refer Attachment B for schedule of current fees).

The PSO is the administrative body acting on behalf of St Joseph's College, St James Primary School, Banora Point, St Joseph's Primary School, Tweed Heads, St Anthony's Primary School, Kingscliff and St Ambrose Primary School, Pottsville to provide a centralised school fee billing system for families in the St Joseph's Parish Tweed Heads and St Anthony's Parish Kingscliff. The PSO is located in the St Joseph's Administration Centre in Tweed Heads.

This centralised system provides a single account per family, incorporating family discounts, **fee variations for cases of genuine hardship** and numerous payment methods and options as outlined below.

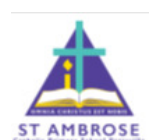
**Person(s) responsible for payment of school fees (please print include both parents/guardians)**

Surname: _____	Surname: _____
Given Names: _____	Given Names: _____
Relationship to Student: _____	Relationship to Student: _____
Residential Address: _____ _____	Residential Address: _____ _____
Postal Address: _____ _____	Postal Address: _____ _____
Religion: _____	Religion: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____
Phone (H): _____ (W) _____	Phone (H): _____ (W) _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Email Invoice: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Email Invoice: Yes: <input type="checkbox"/> No: <input type="checkbox"/>
DOB: _____ D/L No: _____	DOB: _____ D/L No: _____
For split Fees % payable by each parent: _____ %	For split Fees % payable by each parent: _____ %

**Student Information (include new and existing students within parish schools)**

<i>Surname</i>	<i>Given Names</i>	<i>School</i> <i>College/StJames/ STJTH/SAP/SAK</i>	<i>Year/ Grade</i>	<i>New or Existing</i>	<i>Religion</i>	<i>DOB</i>	<i>Gender M/F</i>

Parish Schools Office serving the school communities of:



**Mailing information for school fee statements:** (Please print)

*All school fee invoices will be sent by email to the nominated address for each parent who enrolls the student at the school unless specifically requested to post invoice.*

Mailing Name(s) & Salutation(s)	Relationship to Student(s)
Postal Address:	
Street Address:	

**If more than one account is required, please indicate recipient(s) and mailing details below:**

Mailing Name(s) & Salutation(s)	Relationship to Student(s)
Postal Address:	
Street Address:	

**Payment Options:** (Please complete and return the attached authority Attachment A)

The following options are available

- Lump sum for year - payable by the 28<sup>th</sup> February annually (or date set by PSO. Families paying in full by this date will receive a 5% discount on the net tuition fee portion of the account)
- Per term – payments are due no later than the end of week 4 of each term unless prior arrangements are made with the Parish Schools Office.
- Monthly instalments - commencing in January and finishing by the 15<sup>th</sup> December each year
- Fortnightly - commencing first fortnight in January and finishing by the 15<sup>th</sup> December each year
- Weekly - commencing first week in January and finishing by the 15<sup>th</sup> December each year
- Special arrangement — per agreement with Parish Schools Office

*N.B Families who choose the regular payment option understand that the payment is based on the number of periods left in the year from the commencement of the cycle (i.e. monthly payments beginning in March will be based on 10 equal payments)*

**Payment Method:** (Please complete the attached authority Attachment A)

The **preferred** method of payment is by **Direct Debit Request** (enclosed), however several other methods are available. Please select from the following options:

- Direct Debit     
  Deposit Book     
  Internet Banking     
  Bpay  
 Cash/Cheque/EFTPOS at Parish Office or School     
  Other (specify) \_\_\_\_\_

**Fee Variation:** Families will need to contact the Parish Schools Office to arrange for an interview relating to variations and/or assistance with fee payment prior to student commencing at the school(s).

**Parish Schools Office** serving the school communities of:



# 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 **28<sup>th</sup> February** each year unless prior arrangements are made with the Parish Schools Office no later than 10<sup>th</sup> February each year.
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 & 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 3<sup>rd</sup> 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.

**Parish Schools Office** serving the school communities of:



**Declaration: (Must be signed by BOTH PARENTS or GUARDIANS where applicable)**

I/We hereby acknowledge the information given on this form is true and correct.

I/We have read the Parish Schools Board Terms and Conditions of Enrolment, and in return for the provision of education services, accept responsibility to pay the Standard School Fees, as set from year to year in respect of any of my/our children enrolled with the schools under the control of the PSO, promptly and in accordance with my/our selected payment option above.

The Schedule of Standard School Fees for the current year (Attachment B) is attached and revised annually. The following year's fee schedule will be mailed to all families each December.

If, for any reason, I/we am/are unable to honour this commitment, I/we will contact the Parish Schools Office immediately to organise a mutually agreeable payment plan.

Signed in agreement with and acknowledgement of the foregoing:

*(Note: Parents/Guardians should not witness each other's signature)*

_____		_____
Name of Father/Guardian 1 (Please print)		Date
_____		
Signature of Father/Guardian 1		
_____	_____	_____
Witness Name (Please print)	Signature of Witness	Date
_____	_____	_____
Name of Mother/Guardian 2 (Please print)		Date
_____		
Signature of Mother/Guardian 2		
_____	_____	_____
Witness Name (Please print)	Signature of Witness	Date

**Parish Schools Office** serving the school communities of:



# PAYMENT OPTIONS -

# Attachment A

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

<b>Frequency</b>		<b>Method</b>	
<input type="checkbox"/> In Full	(By due date as per Invoice)	<input type="checkbox"/> BPay/Internet Banking	
<input type="checkbox"/> Per Term	(due 4 <sup>th</sup> Friday of each term)	<input type="checkbox"/> Direct Debit	
<input type="checkbox"/> Monthly	_____	<input type="checkbox"/> Parish Office or School (Direct or phone)	
	(nominate 1 <sup>st</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> or 25 <sup>th</sup> )	<input type="checkbox"/> Centrelink Deduction	
<input type="checkbox"/> Fortnightly	_____	<input type="checkbox"/> Bank Deposit Book	
	(preferred day of week).	<input type="checkbox"/> Other – (specify)	
<input type="checkbox"/> Weekly	_____		
	(preferred day of week)		
<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

<b>FOR OFFICE USE ONLY:</b>	
WCA School Fees System updated <input type="checkbox"/>	Direct Debit established <input type="checkbox"/>

Parish Schools Office serving the school communities of:



**ST JOSEPH'S AND ST ANTHONY'S PARISH****2017 SCHOOL FEES**

The following fee structures apply for 2017:

	<u>Tuition Fee</u>	<u>Textbook &amp; 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	\$0
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.
- \*\*\* Reduction in fees is due to the variation in computer access fee billing.
- # 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 2<sup>nd</sup> Child, 50% for the 3<sup>rd</sup> 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.**

Parish Schools Office serving the school communities of :

