School Fees for 2016

Aim
Living through Mary Mackillop’s vision, St Joseph’s School prides itself on making a Catholic education accessible to all. It is the parent’s/caregiver’s responsibility to make the payment of school fees and other costs associated with education.

School Fee Structure

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Levies</th>
<th>Total</th>
<th>Approximately per week (over 52 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Child</strong></td>
<td>$960</td>
<td>$414</td>
<td>$1,374</td>
<td>$26</td>
</tr>
<tr>
<td><strong>2 Children</strong></td>
<td>$1,536</td>
<td>$576</td>
<td>$2,112</td>
<td>$41</td>
</tr>
<tr>
<td><strong>3 Children or more</strong></td>
<td>$2,115</td>
<td>$660</td>
<td>$2,775</td>
<td>$53</td>
</tr>
</tbody>
</table>

School Card Discount

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Levies</th>
<th>Total</th>
<th>Approximately per week (over 52 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Child</strong></td>
<td>$576</td>
<td>$414</td>
<td>$990</td>
<td>$19</td>
</tr>
<tr>
<td><strong>2 Children</strong></td>
<td>$924</td>
<td>$576</td>
<td>$1,500</td>
<td>$29</td>
</tr>
<tr>
<td><strong>3 Children or more</strong></td>
<td>$1,269</td>
<td>$660</td>
<td>$1,929</td>
<td>$37</td>
</tr>
</tbody>
</table>

How are the Fees billed?
The total amount of fees and levies are divided into three amounts which are invoiced at the beginning of Terms 1, 2 and 3. No invoices are sent home in Term 4, however, we expect all accounts to be paid in full by the end of the school year.

Payment Options
The school offers several payment options. Parents/caregivers are encouraged to select a payment option that best suits their circumstances. Each choice has a due date and parents/caregivers are expected to comply with the arranged payment method. Parents/caregivers are encouraged to see the Bursar or Principal to discuss payment options.

Setting of Fees and Levies
Fees and levies are set by the School Board. These are reviewed each year and communicated to the school community before the start of the school year.

What are Tuition Fees?
The Tuition Fee is private income which is collected from families and used to assist with paying the costs of the day to day expenses of the school for example: water, electricity, rubbish removal, salaries for non-teaching staff including administration, finance, cleaning and grounds person and all other general running costs which the school incurs.
## What are Levies?

The Resources Charge which include a range of levies which enable our school to provide your children with the relevant resources for their learning. Please see below for specific information on each of the levies:

### Booklist/Curriculum Levy

This amount contributes to books and stationery, art/craft materials, sports equipment, Religious Education resources and photocopying.

### Camps/Excursions/Performances Levy

This levy assists the school to provide curriculum extension activities for all students. It enables students to engage in learning opportunities outside of the normal curriculum.

### ICT Levy

This levy enables the school to provide a comprehensive ICT program for our students and includes ongoing maintenance and upgrading of ICT facilities and software.

### Diocesan Pastoral Fund Levy

This levy supports the Diocesan Pastoral Fund which ensures Catholic Education will be well provided for into the future.

### Building & Maintenance Levy

The purpose of this fund is to provide financing for new building projects and ongoing maintenance for current buildings and assets.

## Discounts & Remissions

St Joseph’s School offers discount fees for families with more than one child attending the school. The school will be compassionate in situations where unforeseeable circumstances change to create hardship for a family. Parents/caregivers need to make an application for fee relief at the time of difficulty.

### School Card

An automatic fee reduction will be granted to families who are in receipt of approved School Card assistance. This subsidy will be paid by the government to the school to assist the payment of fees.

### Families Experiencing Financial Difficulty

It is acknowledged that there will be occasions where some families experience financial difficulties such that they are not in a position to meet the cost structure set by the school. Prompt communication with the school is essential in these situations. If parents/caregivers are experiencing financial difficulties then they should arrange a private and confidential meeting with the school Bursar or the Principal. In such circumstances the school will work with the parents/caregivers to negotiate a plan forward with the best interests of the student(s) at the centre of its decisions.

### Fee Collection

Overleaf is a fee payment flowchart, which outlines the expectations for parents/caregivers for the payment of school fees.
The School Fee structure is as follows:

- Term 1: School Fees + Levies invoices sent home
- Term 2: School Fees + Levies invoices sent home
- Term 3: School Fees + Levies invoices sent home
- Term 4: All payments must be finalised

Payments must be maintained regularly and punctually, and will be monitored by the Bursar. If payments are unable to be made on time it is expected that parents/caregivers contact the Bursar and negotiate payment options.

Statements are sent home regularly (twice a term). If payments are not made on time then a reminder letter will be sent to encourage families to meet their school fee obligation and selected payment option.

Families who have not paid their fees or contacted the school after the reminder letter will be contacted by the Principal to arrange a meeting to discuss payment options.

Failure to adhere to the school’s Fee Policy and make contact with the school may result in the school taking further action, which could result in advice being sought from the Catholic Education Office or a debt recovery agency.

*Ratified by the St Joseph’s School Board in September 2014 (due for review in 2017)*