



St Elizabeth's – School Fees and Levies Policy

At St Elizabeth's we are committed to providing high quality, wholistic, Catholic education for all students in our care. As a result, each family is expected to meet its financial obligations to the school so that we can provide contemporary and effective educational opportunities now and into the future.

Each person accepting enrolment at St Elizabeth's, also accepts the responsibility for the payment of fees and levies. While initial enrolment is not conditional upon financial capability, enrolment is offered in good faith with the understanding that there is a requirement for fees and levies to be paid in the same manner as other financial commitments parents may have. The Principal has the discretion to vary or waive fees and charges in specific circumstances. For this to occur, families must make application to the principal fee concession as explained below.

School Fee Concession Policy

In a Catholic school, families in need should not endure unreasonable hardships because of school fees. Hence, fee concession will be determined on the basis of justice and equity. Any reduction in fees must be considered in terms of the financial need of the family concerned, their responsibility to full fee paying families and the efforts they make in paying their fees.

Acting on behalf of the whole school community, the principal has the responsibility to determine a family's ability to pay fees and will do so along the following guidelines:

1. Families in need should contact the principal and advise him/her of their circumstances.
2. Families wishing to apply for fee concessions apply to the principal who supplies the form "Application for Concession on Fees". This is a standard form used across Brisbane Catholic Education Schools.
3. The parents complete the form and supply the relevant documentary evidence.
4. Families requesting a concession are requested to attend an interview.
5. From information gathered, the principal determines what is to be paid by the family.

Each case is dealt with on an individual basis and the principal's discretion will be used, particularly in times of financial and emotional hardship. This process is designed to determine a just and equitable outcome for all.

Payment of Fees and Levies

Various payment options are available, including BPAY, direct debit, credit card and, in Term 1 the opportunity for an upfront whole year payment, which attracts a \$50 discount per family account. (\$25 disc per split account) The process for payment of fees and levies involves:

1. An account will be issued to each family generally by Week 2 each term. This account is payable within 21 days of issue.
2. Where accounts are outstanding after the due date, reminder/s will occur.
3. In the event of temporary financial hardship, parents should make contact with the Finance Secretary to determine appropriate action. This may be then discussed with the Principal and/or Parish Priest.
4. If individual conversations have been held and agreements reached as per point 3, parents with outstanding arrangements will be contacted by the Finance Secretary.
5. Should the account remain outstanding, the school will contact the parent to organise a meeting with the Principal. During this meeting agreement will be sought regarding payment conditions. This agreement will be confirmed in writing.
6. If the parent does not communicate with the Finance Secretary and/or Principal about the outstanding account, the Principal will decide the necessary action, which may include referral to a debt recovery agency.
 - a) Should a student start mid-term, a pro-rata account will be emailed for payment.
 - b) Should a student leave mid-term, that term's full fees will still apply i.e. no refund applies.

All procedures relating to fees and levies are mindful of the need for the parents and school to work in partnership, and for this to happen in a just manner, across all families within the school.