

# **Fee Collection and Payment Procedure**

## **Jubilee Primary School, Pacific Pines**

### **Issuing of Accounts**

An account will be issued at the commencement of each term, usually by the third week. Parents are asked to pay their account by the due date, which is shown on the account, unless specific payment arrangements have been approved.

The statement will show the following:

- **Tuition Fees**
- **Resource Levy**
- **Capital Levy**
- **P & F Levy**

### **Fees and Resource Levies**

The fees and levies collected at Jubilee Primary School are used for the following purposes, which are essential in providing a high quality of education for your child/children. To be more specific they;

- Provide teaching, administration and ground staff.
- Provide essential resources, materials, facilities and equipment. Resources for such areas as literacy, sporting and technology need to be replenished and upgraded annually.
- Used for maintenance and development of buildings, grounds and school maintenance equipment.
- Pay for essential utilities (water, rates and electricity) and insurance.

The Archdiocesan Education Levy is included in the tuition fees. This amount is remitted centrally, to Brisbane Catholic Education, which provides shared resources to all schools within the Archdiocesan.

### **Capital Levy**

This family levy is charged per term. Our Capital Levy is a necessary levy which enables us to pay our school building loans as well as provide additional facilities for the students. It is NOT TAX DEDUCTIBLE.

### **P & F Levy**

This is collected on behalf of the P & F Association to provide benefits to the school, replacing traditional fund raising events.

### **Camps/Excursions/Incursions**

Excursions/Incursions and Years 5 and 6 camps: These fees are not included in the schedule of fees; they are invoiced separately on the term fees when your child attends camp.

### **Year 5 and 6 One-to-One Fee**

In addition to school fees an amount of \$490.00 will be added to cover the lease repayments which will be divided over the four terms for students in Year 6 2016. For students in Year 5 in 2016, an additional \$520.00 will be added. These lease payments will include the device, case and insurance. Please be aware a payment of \$150.00 will be charged when making an insurance claim for situations such as theft or wilful damage.

### **Methods of Payment**

Payments can be made by cash (always pay in person and obtain a receipt), cheque, credit card, EFTPOS or B-Pay. For added convenience credit card over the phone and Direct Debit facilities are available.

### **Reminder Notices**

Should your account not be paid by the due date as indicated on your Term Statement, you will be contacted so that arrangements can be made to clear the account. A final notice will be sent giving a further (2) weeks to pay. Contact will be via the most appropriate means and where possible during normal business hours.

### **Payment Difficulties**

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the School's Finance Secretary as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as extending the time to pay or offering a payment by instalment option.

### **Concessions**

In cases of financial hardship the school will consider offering a concession on Tuition Fees. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs.

***Concessions on fees are not ongoing and applications must be resubmitted at the commencement of each new school year.*** Concessions are means tested in line with Federal Government Poverty Guidelines. The assessment process takes all income into consideration including wages, youth allowance, all other Centerlink payments etc., as well as housing costs e.g. rent or mortgage. If your circumstances change during the year you must advise the school as soon as possible.

### **Overdue Accounts**

It is easy to overlook an account in our busy everyday life and for that reason we send an overdue statement after the due date. If you are experiencing difficulty in paying your account, please contact the school as soon as possible. We will then be in a position to help you. To date, we have been able to avoid charging an overdue account fee. We hope we will be able to continue this practice.

On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the School to make alternate arrangements. In these instances the School is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the School's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.