

# 2023 School Fees

## Jubilee Primary School



Children	Tuition Fee	Capital Levy	P&F Levy	Student Levy	Total for Year
1	\$1,516	\$564	\$120	\$800	\$3,000
2	\$2,340	\$564	\$120	\$1600	\$4,624
3	\$2,948	\$564	\$120	\$2400	\$6,032
4	\$3,252	\$564	\$120	\$3200	\$7,136
5	\$3,252	\$564	\$120	\$4000	\$7,936

Tuition Fee: General tuition resources, administration, and operating costs

Capital Levy: To cover repayments on buildings and maintenance.

P&F Levy: To support the work of parents and the community within the school.

Student Levy: Covers costs inclusive of

- Excursions and incursions (except camps),
- Provision of access to electronic devices,
- Classroom resources and consumables and
- Booklists

### Year 5 & 6 Camps

These are an additional charge and invoices are issued at the time of the camp.

### Early Payment Discount

For families who pay the entire year fees & levies before **24 February 2023**, there is a 10% discount applied to the **tuition fee portion** of the fees.

Family type	10% Discount off Tuition Fee	Total Fee to be Paid
1 child	\$ 151.60	\$ 2,848.40
2 children	\$ 234.00	\$ 4,390.00
3 children	\$ 294.80	\$ 5,737.20
4 children	\$ 325.20	\$ 6,810.80
5 children	\$ 325.20	\$ 7,610.80

For further clarification regarding the school fees and levy collection process, please contact the Jubilee Primary School finance office on [PGAVFinance@bne.catholic.edu.au](mailto:PGAVFinance@bne.catholic.edu.au).



# Jubilee Primary School

## SCHOOL FEE POLICY

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Finance Officer for further information concerning the concession application process.

### School Fee and Levy Collection Process

1. School fees and levies are charged on a **term** basis during the third week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
  - a. Extension of Time  
If an extension is required, please contact the school finance office prior to the due date.
  - b. Payment Plans  
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal or Finance Manager.
  - c. Fee Concessions  
In cases of financial hardship an application may be made for a fee concession.
    - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. *Consideration for a subsequent 12-month period will require a new application.*
    - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Jubilee Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.
    - (iii) Concession application forms are available from the school finance office.
    - (iv) All matters are dealt with on a confidential basis.

#### 4. Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, Jubilee Primary School will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the school's Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

#### **Agreed Payment Plans**

As mentioned in point 3b above, Jubilee Primary School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All agreed payment plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an agreed payment plan must be negotiated with the Principal or Finance Officer. To establish an agreed payment plan, forms are available on the Jubilee Primary School website, Parent Portal or from the finance office.

#### **New Enrolments**

On acceptance of a place at Jubilee Primary School a non-refundable bond of \$100.00 is required to secure your child's enrolment. This bond will be credited to your first fee statement. This requirement is waived for current families.

#### **Late Start Enrolment**

New students entering Jubilee Primary School after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term.

#### **Withdrawal of Enrolment**

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books and laptops and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

#### **Extended Leave/ Holding an enrolment place**

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of student waiting lists.