



Christ the King
CATHOLIC PRIMARY SCHOOL
DECEPTION BAY

School Fee and Levy Policy

Christ the King Catholic Primary School aims to provide a quality education to all students and for this to be achieved, fees and levies are charged. It is an expectation that all families who enrol at the school will invest financially in the education of their student.

Fees and Levies collected at Christ the King Catholic Primary School are used for the following purposes which are aligned to the Vision and Mission of the School.

- Provide Teaching, Administrative, Classroom Support and Facilities staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements and support of the School building debt

GUIDELINES

Issuing of Accounts

- School fees and levies are charged on a monthly basis during the first week of the month in accordance with the Schedule of Fees (available on our website www.christthekingdbay.qld.edu.au) and comprise the following charges:
 - School Fees
 - Resource Levy
 - Technology Levy
- A due date is listed on the account and parents are required to make payment by the due date unless a special arrangement has been made with the Principal or Finance Secretary.
- A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place.

Methods of Payment

- Direct Debit – ADF
- BPay
- Centrepay
- Direct Credit
- EFTPOS – Debit and Credit cards at the Office
- Credit Card deductions
- Credit and Debit Card (Visa or Mastercard) via telephone contact with the Office
- Cash at the Office



Payment Plans

The School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All payment plans must address the school fee account so that the account is cleared in full by the end of the year or as negotiated with the Principal or Finance Secretary.

Concessional Fees

In cases of financial hardship, a family may apply to the School for a concession. Concession applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year, in consideration for a subsequent 12-month period will require a new application.

A compassionate and just approach under the mission and values of the School and Brisbane Catholic Education are used when reviewing applications. The application process uses the Henderson Poverty Line when assessing eligibility for concessions, the process takes into consideration all income including wages, Centrelink payments etc as well as housing costs eg rent, minimum mortgage repayments. Application forms for concessions are available at the School office.

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 as soon as possible, preferably before the due date. The School may be able to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

Overdue Accounts

Every effort will be made by the School to contact any family with an overdue account and to negotiate a payment plan that is in line with the family's current financial position. This may include contact via email, telephone or letter.

Should a family fail to respond to these contacts and fail to negotiate a payment schedule which addresses the school fee account, the family may be referred to a registered debt collection agency which will work with the family to address the debt. Any family on a negotiated payment plan which is broken without consultation with the Principal or Finance Secretary will also be referred directly to the debt collection agency.

Camp and Excursion Participation and Payments

Christ the King Catholic Primary School regards camps, excursions and incursions as important to the overall education program offered by the school, and participation by all students is expected. The cost of all camps are outlined in the fee schedule at the beginning of each year. Depending on the excursion selected by the classroom teacher, some excursions may have a small charge which will be outlined on the Excursion Permission Form.

Camps and excursions are not discounted, and families who have been granted a fee concession have this amount taken into account when concessions are granted. Concessions are only ever granted on the school fee component, not levies or excursions and camps.

Once permission forms have been returned to the school and the school have confirmed numbers with the camp provider it will not be possible to receive a refund.

All Families are expected to keep the account in good standing with fee payments up to date (see: parent code of conduct). Families who are not in good standing with fees are expected to ensure that



these are addressed prior to major excursions or camps that place a significant financial demand of the school.

New Students Entering the School

- New students entering the School after the commencement of a month may be charged on a pro-rata basis for remaining weeks of the month at the Principal's discretion. The invoice must be paid by the last working day of the month.
- As levies are charged at the beginning of the school year for the year, new students starting during the year will be charged on a pro-rata basis as follows:
 - Students starting during Term 1 will be charged the full amount of the Resource and Technology Levy
 - Students starting during Term 2 will be charged 75% of the Resource and Technology Levy
 - Students starting during Term 3 will be charged 50% of the Resource and Technology Levy
 - Students starting during Term 4 will be charged 25% of the Resource and Technology Levy

Students Leaving the School

- Students exiting the School without notice may be charged for a full month fees at the Principal's discretion.
- A two week minimum notice is required when leaving the school
- In the case of a student's non-attendance prior to leaving the school this will not be counted towards the minimum notice period
- As levies are charged at the beginning of the school year for the year, students exiting the school will have a credit applied to their account as follows:
 - Students exiting during Term 1 will have a credit applied of 75% of the Resource and Technology Levy
 - Students exiting during Term 2 will have a credit applied of 50% of the Resource and Technology Levy
 - Students exiting during Term 3 will have a credit applied of 25% of the Resource and Technology Levy
 - Students exiting during Term 4 will not receive a credit
- Exited families must settle any outstanding fees within four weeks of exiting the School unless a payment arrangement has been negotiated and approved by the Principal. Any family failing to settle the account or to negotiate a payment plan may be referred to a debt collection agency for immediate recovery action.
- Should an exited family default on a repayment arrangement, the account may be referred immediately to a debt collection agency for recovery action.
- Exited families with a credit balance will be issued a refund

Further information regarding the issue and payment of school fees can be obtained by contacting the Finance Secretary.

