



# St Pius X Primary School

## SCHOOL FEE POLICY

At St Pius X Primary School, we are committed to providing a Catholic education to all enrolled students. The St Pius X Community accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/guardians of St Pius X students. The fees and levies collected at St Pius X are essential in providing a high-quality education for students and are used for the following purposes:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the St Pius X building program
- Maintain buildings, grounds and other facilities

The St Pius X 'Parents and Friends Association' also collects a levy through the school fee structure.

The school fee policy aims to

- outline to families the expectations, responsibilities and arrangements for the collection of school fees
- support families experiencing changed and difficult financial circumstances to maintain their child/children's enrolment at the school.

Information about our school fees is provided in the following ways:

- on the school website
- at enrolment interviews
- during Term 4, the following year's fees are advised in writing to all enrolled families
- on request

## Payment of Fees

The acceptance by parents/carers of a position at St Pius X assumes the ability to pay fees in full by the due date. Various payment options are available, with the school's preference being Direct Debit or BPay. EFTPOS facilities are available at the school office.

### **School Fee Billing Procedure:**

1. An account of full fees and levies will be issued by the school by Week 2 of each term. The account will be payable within 14 days of the date of issue.
2. Reminder notices will be sent to parents/carers with an outstanding account past the due date of the relevant term account. Outstanding accounts are those that are not fully paid, or where Direct Debit do not fully cover the fees.

3. Any arrangements to vary the conditions for payment must be made through the Principal. Parents/carers with accounts outstanding at the end of the Term will be contacted by the Finance Officer, Principal or their representatives.
4. Should the account remain outstanding, the school will contact the parent/carer to organise a meeting with the Principal, at a mutually agreeable time. The meeting will include a discussion of the issues surrounding fee payment and to reach an agreement on payment conditions. The outcome of the meeting will be confirmed in writing to the parent/carer.
5. If the parent/carer does not communicate with the Principal about the outstanding account, the Principal will decide the necessary action, which may include referral to a debt recovery agency.

### **Payment Difficulties:**

If a parent is experiencing genuine financial hardship the following options might be available:

- a. Payment Plans- negotiated payment arrangement between the Principal and the Parent that allows the parent to pay the school fees progressively over a defined period. The intention is that the school fees will be paid in full by the end of the year.
- b. Concession – concession applications for a reduction in school fees can be lodged for consideration by the Principal. A St Pius X concession application form needs to be completed along with requested documentation. Concessions are issued for that current school year and a new application is required every year. A compassionate and just approach under the mission and values of St Pius X School and Brisbane Catholic Education are used when reviewing applications. The application takes into consideration the Henderson Poverty Line, income and costs of the applicant.
- c. Extension – if you are experiencing one off difficulty and would like an extension on your due date please contact the Principal to discuss.

If financial circumstances improve it is expected that parents notify the school so that any outstanding debt can be cleared, and normal payment arrangements resume.

### **New Students:**

New students entering St Pius X School after the commencement of term may be charged on a pro-rata basis for the remaining weeks of a term at the Principal's discretion. The invoice must be paid by the last week of the term.

### **Exiting Students:**

Students exiting during term may be charged on a pro-rata basis for the number of weeks attended during that term at the Principal's discretion

All outstanding fees are required to be paid prior to the last day of attendance.