



St Francis Xavier School

School Fee Policy

St Francis Xavier 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 St Francis Xavier 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

The St Francis Xavier Parish School Parents and Friends Association also collects a levy through the school fee structure.

GUIDELINES

Issuing of Accounts

- School fees and levies are charged on a term basis during the first week of the term in accordance with the school Fees and Charges listing (available on our website: <http://www.stfrancisxavier.qld.edu.au/Pages/default.aspx>) and comprise the following charges:
 - Tuition Fee
 - Capital Levy
 - P&F Levy
 - Curriculum Levy
 - IT Levy
 - Sports Levy
 - Arts 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.
- 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
- 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.

Concessional Fees

In cases of financial hardship, a family may apply to the school for a concession. Concessions 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. 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. For more information please refer to the [St Francis Xavier Fee Concession Policy](#)

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 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 will also be referred directly to the debt collection agency.

New Students Entering the school

- New students entering the school after the commencement of a term may be charged on a pro-rata basis for remaining weeks of a term at the principal's discretion. The invoice must be paid four weeks after commencing.

Students Leaving the school

- Parents of students exiting the school are required to give two weeks' notice.
- Students exiting the school after the commencement of a term may be charged on a pro-rata basis for the number of weeks attended during that term at the principal's discretion.

- 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.

Leaving Early Refund Policy

Should a student leave the school during a school term, written notification must be forwarded to the principal. At the principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the school during the term. 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.

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