



St Saviour's Primary School

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Fee Information

Approved by the School Board October 2019

St Saviour's Primary School is part of the Toowoomba Catholic Schools Diocese. Our Catholic Schools receive minimal Government funding so we are required to devise a school fee system that ensures we provide both the services and the resources necessary for the best possible education for your children.

The fees are spent in the following ways:

- Resources: Classroom and Curriculum resources including and not exclusive to sporting equipment, library books, musical instruments, interactive whiteboards, laptops and e-kindles.
- Wages: Secretaries, Teacher Aides, Relief Teachers, School Cleaners and Groundsman.
- Purchasing, replacement and repairs of all school equipment - Information Technology, Furniture.
- Photocopying and printing - coloured paper, maintenance and copy costs, school stationery.
- Electricity, insurance, postage, phone, rates, excess water and general cleaning and maintenance expenses.
- Maintenance of buildings, ground improvements and Capital Development.

APPLICATION FEE: St Saviour's Primary School **does not charge an application fee.** In order to register a student for enrolment, an Application for Enrolment form must be completed and submitted along with supporting documentation. An interview will be arranged by the school once this documentation has been received. After the interview the applicant will be informed if there is a position available.

ACCEPTANCE FEE: To confirm a position, once it has been offered, a **\$100 administration fee** needs to be paid to the school and the signed Enrolment Contract needs to be returned to the office.

PLANNED GIVING: Term concession for those paying into the Planned Giving at St Patrick's Cathedral Parish remains at: \$30 for 1 child; \$40 for 2 children; \$50 for 3 or more children per term.

DIRECT DEBITS: We encourage all our families to complete the Direct Debit form and return to the office ASAP for processing. A new direct debit is to be completed every year.

METHODS OF PAYMENT

DIRECT DEPOSIT

BSB: 064-786

Account Number: 100025243

Account Name:

St Saviour's Primary Account Toowoomba

Bank Name: Commonwealth

Branch: ADF

Please ensure you write the fee payer code and full name and what the money is for if possible

Eg. 0001 SMITH School Fees

DIRECT DEBIT: please complete a direct debit form which is available from the school office.

EFTPOS: can be made by phone or in person or tear off portion on School Fee Account.

CASH: payment can be made at the office.

CHEQUE: payment can be made at the office.

School Fee Schedule for 2020

Please note that at St Saviour's Primary School fees are issued over the first three terms per year.

2020 SCHOOL FEES				
	TERM 1	TERM 2	TERM 3	YEAR TOTAL
SCHOOL FEES (1 child)	\$617.00	\$617.00	\$617.00	\$1851.00
SCHOOL FEES (2 children)	\$925.00	\$925.00	\$925.00	\$2775.00
SCHOOL FEES (3 or more children)	\$1160.00	\$1160.00	\$1160.00	\$3480.00

ADD THE FOLLOWING PER FAMILY				
	TERM 1	TERM 2	TERM 3	YEAR TOTAL
P&F Levy (yearly)	\$25.00	\$25.00	-	\$50.00
Building/Capital Levy (per term)	\$140.00	\$140.00	\$140.00	\$420.00

ADD THE FOLLOWING LEVIES PER CHILD				
	TERM 1	TERM 2	TERM 3	YEAR TOTAL
Resource Levy				
Prep	\$25.00	-	-	\$25.00
Year 1 to 6	\$15.00	-	-	\$15.00
IT Levy	\$100.00	-	-	\$100.00
Other School Charges (approx.) This includes and is not exclusive to costs for sport, swimming, subscriptions, etc.	\$100.00	\$100.00	\$100.00	\$300.00

If you have a student participating in the Student Program Device Agreement (Surface Go) an additional levy will be charged to your fees as per your completed agreement.

EXAMPLE:

If you have 2 students – Year 1 and Year 6 in 2020

SCHOOL FEES (2 children) (\$925.00 x 3)	\$2775.00
P&F Levy (\$50 per family per year)	\$50.00
Building/Capital Levy (\$140.00 per family x 3)	\$420.00
Resource Levy for year (\$25 per child Prep or \$15 per child Yr 1 to 6)	\$30.00
IT Levy for year (\$100 per child per year)	\$200.00
OTHER CHARGES (approx. \$100 per child per term x 3)	\$600.00
TOTAL FOR YEARLY FEES	\$4075.00

Weekly direct debit payments divide by 40 weeks = \$101.88 per week

Or Fortnightly direct debit payments divide by 20 fortnights = \$203.75 per fortnight

Or Monthly direct debit payments divide by 10 months = \$407.50 per month

DIRECT DEBIT PAYMENT DATES (CHANGE THE DATE IF YOU WISH)	
40 x WEEKLY PAYMENTS 1/1/20 – 30/9/20	PLEASE NOTE: ALL DIRECT DEBITS FOR 2020 ARE TO BE FINALISED BY THE WEEK BEGINNING 12 th October, 2020
20 x FORTNIGHTLY PAYMENTS 1/1/20 – 23/9/20	
10 x MONTHLY PAYMENTS 1/1/20 – 1/10/20	

Payment of Fees

- The acceptance by parents/carers of a position at St Saviour's Primary School assumes the ability to pay fees in full by the due date.
- There is only **ONE** bill per family and it is up to the nominated fee payer to make sure that this bill is attended to in a timely manner.
- Various payment options are available – cash, cheque, bank deposit, credit card, EFTPOS or Direct Debit.
- We encourage all our families to complete the Direct Debit form and return to the office ASAP for processing. A new direct debit is to be completed every year.

School Fee Billing Process

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

- An account of full fees and levies will be issued by the school in Week 2/3 of each term. The account will be payable within 21 days of the date of issue.
- A reminder notice will be sent to any family with an outstanding account past the due date of the relevant term account.
- Should any arrangements to vary the conditions for payment need to be made please contact the school office so this can be organised.
- Parents/carers with accounts outstanding at the end of Term will be contacted by the Finance Secretary, Principal or their representatives.
- 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.
- If the parent/carer does not communicate with the school office or the Principal about the outstanding account, the Principal will decide the necessary action, which may include referral to a debt recovery agency.

SCHOOL FEE PROCEDURE – NEW SCHOOL TERM		
STEP	SCHOOL ADMIN	PARENT/CARER
1	School Fee Account is issued to parent/carer by email or mail. An SMS notification will be sent to advise that this has happened.	Full fee payment is due within 21 days. If paying by direct debit please ensure the amount of periodical payment covers the account in full.*
2	Review outstanding accounts. Overdue reminder notices sent to parents/carers with outstanding debt or whose direct debit arrangements do not fully cover the fee.	Make full payment immediately, or adjust direct debit arrangement to ensure outstanding debt is finalised by the end of the current school year.
3	Contact parent/carer by mail or phone to set up a compulsory payment schedule immediately to ensure the outstanding debt is finalised by the end of the current school year.	Meet the compulsory payment schedule immediately, or adjust direct debit arrangement to ensure outstanding debt is finalised by the end of the current school year.
4	The parent/carer will be contacted by phone or mail requesting a meeting with the Principal to discuss the issue of the outstanding debt, at a mutually agreeable time.	Arrange a meeting with the Principal to discuss the issue of the outstanding debt, at a mutually agreeable time.
5	Principal and parent/carer to discuss the issues surrounding outstanding debt and to determine payment conditions to ensure outstanding debt finalised by end of current school year.	Attend meeting with Principal, discuss issues surrounding outstanding debt and commit to payment conditions to ensure outstanding debt is finalised by end of current year.
6	Letter sent to parent/carer to advise that account may be placed into the hand of a debt collection agency** if no payment made immediately to finalise account.	Respond with full payment within 7 days of date of debt collection letter.
7	If no response within 7 days, contact debt collection agency. Send letter to parent/carer advising date the account will be placed into the hands of the debt collection agency.**	No further contact to be made with the School regarding the outstanding account. All negotiations for payment must now be made with the debt collection agency.**

* Where a parent/carer finds themselves in financial difficulty due to changed financial circumstances, an Application for Fee Concession can be made, please contact the school office for further information.

** Where an outstanding debt is referred to the School's debt collection agency, an agency fee will be immediately charged to the family fee account. All legal expenses and costs incurred by the School that are associated with the collection of the outstanding debt will be charged to the family fee account.

Late Start Enrolment

New students entering St Saviour's Primary School after the commencement of the school year will have an initial adjusted account to reflect the payments required to cover the remaining school year which is billed over 3 terms.

Transferring/leaving students

We appreciate that changing family circumstances will sometimes require that a student transfer to another school.

- Notice of intention for transfer or termination once a student has commenced must be given in writing to the Principal of St Saviour's Primary School with the date of student's final attendance.
- Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Principal determines that fair notice is given or that fair notice was impractical.
- Payment of fees should be finalised before student's final attendance date.
- Families who leave the school with an outstanding account will be subject to our payment recovery procedures.

Non-Payment of Fees

On rare occasions, parents/carers fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements. In these instances, the school is reluctantly forced to consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.

- The matter then effectively passes out of the school's control and all negotiations for payment must then be made with the debt collection agency. The parent's/carer's credit rating may also be affected.
- Any fees incurred by the school in collecting outstanding fees (including fees for dishonoured cheques or debt collection services) will be passed on to the parent/carer concerned.

Fee Concessions

We are aware that, from time to time, some families find themselves in financial difficulty. In cases of financial hardship, parents are advised to contact the school to discuss their school fees commitment.

- Parents/carers wishing to apply for a concession should apply to the Finance Officer for a Fee Concession Application.
- Parents/carers requesting concessions must provide evidence of net income (including Centrelink and Child Support payments) and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank statements and rate notices as evidence of housing costs.
- Once a Fee Concession Application and all supporting documentation has been received by the Finance Officer an interview for the parents/carers will be organised with the Principal. At this interview, the parent/carer may present the Principal with other information and evidence that helps to explain their financial status and their ability to meet their commitment to the payment of fees.
- The application and interview process is aimed at determining a just and equitable fee that is within the parent's/carer's ability to pay.
- The outcome of the application and interview process will be confirmed in writing to the parent/carer.
- Once a fee concession is granted, it is essential that this commitment is honoured by the parent/carer in full and on time. If family circumstances change, the school must be informed and new arrangements agreed to.
- For non-payment of concessional fees, the school will consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.
- 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. Consequently, a new Fee Concession Application will be required for each new year.

Student Program Device Levy

This Levy will only be charged to students in Year 4 from 2020 through till 2022 who have entered into a loan agreement as per the completed "St Saviour's Primary School: Student Program Device Agreement (Surface Go)".