



St Luke's Catholic Parish School

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School Fees Collection & Payment Policy

School fees and levies are set annually in accordance with recommendations made by Brisbane Catholic Education.

The fees and levies collected, which are essential in providing a high quality of education for your children, are used for the following purposes:

- Provide teaching, administrative and ground staff
- Provide essential resources, materials, facilities and equipment
- Maintain buildings, grounds and other facilities
- Provide new buildings and grounds enhancements and support building debt

Issuing of Accounts:

School fee accounts are emailed to parents in the second week of each term, or as near as practicable, and must be paid in advance for the term.

School fees are due, upon receipt, and payable within 28 days of the start of each school term. A payment date is indicated on the account. It is our expectation that school fees will be paid in full by that date unless a payment plan is in place.

Estimation of Fees:

For your convenience, a calculation sheet is available on the parent portal to help determine the expected fees that your family will be charged over the coming year.

Payment Options:

There are six payment options indicated below to facilitate payment:

1. Direct Debit – Bank Account

It allows parents to pay weekly, fortnightly, monthly from their nominated savings account. Parents using this method must ensure the funds are available on the due date. A direct debit form is available on the parent portal. The completed form must be returned, along with the direct debit fee calculation sheet, to the school office at least 5 working days before the first required payment date. Please contact the Finance Secretary if you have any queries.

2. Direct Debit – Credit Card (BPoint)

This allows parents to pay weekly, fortnightly, monthly from their nominated credit card. Parents using this method must ensure the funds are available on the due date. A credit card form is available on the parent portal. The completed form must be returned, along with the direct debit fee calculation sheet to the school office at least 5 working days before the first required payment date. Please contact the Finance Secretary if you have any queries.

3. BPAY

BPAY is available by contacting your bank, via phone or internet and making a payment from your cheque, savings, or credit card account. The school's biller code and your individual reference number are shown on your school fee statement.

4. Mastercard/Visa/EFTPOS

This option is available at school office.

5. Cash

This option is only available when parents call into the office to make the payment. Security is not adequate if children are involved in the transaction.

New Enrolments:

New students commencing after the start of a term will be charged on a pro-rata basis for the remaining weeks of the term.

Departing Students:

It is recognized that changing family circumstances may necessitate a transfer to another school during the term. Fees will be payable for the whole term in which the enrolment is terminated. To apply for a reduction in fees a written request must be made to the Principal. The school will then determine if family circumstances warrant balance of fees to be waived.

Tax Deductible Voluntary Donations:

The library fund is a suggested donation which appears on Term 2 school fee account. The funds collected through this process are used to meet the costs of current and future resources in the St Luke's Library. The library fund is registered with the Australian Tax Office thus allowing parents to access the tax advantage.

The building fund is a suggested donation which appears on Term 1 school fee account. The funds collected through this process are used to meet the cost of current and future building projects at St Luke's. The building fund is registered with the ATO this allowing parent to access the tax advantage.

Late Payment Reminder:

It is easy to forget to pay a regular bill or for some reason be unable to meet your commitment by the due date. If payments are not made by the due date indicated on the account, you will receive a reminder notice via email. If you can foresee a short-term payment problem, a phone call to the Finance Secretary before the due date will ensure the reminder notice does not occur.

Unpaid Accounts:

Should an account remain unpaid, written communication will be posted to the account holder requesting that they contact the school. If after 30 days, the account remains unpaid the school may be forced to engage the services of a professional debt collection agency and the matter effectively passes out of the school's control.

Remission Process:

Families with limited capacity to pay school fees have an entitlement to apply for a concession on school tuition fees. Concession applications are accepted at the commencement of each year or when hardship occurs. Concessions are not ongoing, and application must be resubmitted at the commencement of each new school year. A compassionate and just approach under the mission and values of St Luke's and Brisbane Catholic Education are used when reviewing the application. 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. Families wishing to be considered for such concession must obtain an application for fees concession form from the office and return the completed form with supporting documents to the Finance Secretary. When the completed form is returned, the parent makes an appointment with the Principal to discuss the application.

Denita Castley
Principal