



**Star of the Sea School**  
MERRIMAC  
*Guiding Our Journey*

## **SCHOOL FEE AND LEVY COLLECTION PROCESS**

- School fees and levies are charged on a term basis during the first week of the term in accordance with the School Fee Schedule.
- Fees are due to be paid within 14 days of the issue of the School Fee Statement. The due date will be noted on the statement.
- Where a parent / guardian believes financial circumstances have arisen that will prevent or delay the payment of the School Fee Statement, a variety of options are available.

### **EXTENSION OF TIME**

If an extension is required, please contact the Finance Officer prior to when the payment is due.

### **PAYMENT PLANS**

Payment of the school fee and levy account is by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal and the Finance Officer.

### **FEE CONCESSIONS**

In cases of financial hardship an application may be made for a fee concession.

- Concession applications are accepted at the commencement of each school year or when the hardship within the family occurs. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application. Concession application forms are available from the School Administration Office or the Parent Portal.
- A compassionate and just approach under the mission and values of Brisbane Catholic Education and Star of the Sea School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.
- All matters are dealt with on a confidential basis.

### **RECOVERY OF UNPAID FEES**

- In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue school fee accounts.
- A Reminder Statement will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- If payment or a suitable response is not received within 7 days of the Reminder Statement, contact with the parent will be made via telephone, email or mail.



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- If, after two weeks from this second reminder, satisfactory arrangements have not been reached, the account may be sent to the school debt collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
- Legal costs, debt collections costs or other costs incurred will be at the family's expense.

### **METHODS OF PAYMENT**

The following payment methods are accepted at Star of the Sea School:

- BPAY – details are located on the Statement of Fees and Levies.
- Online via the school website by clicking the Enrolment tab and selecting Fee Payment Online or the Parent Portal.
- Agreed payment plan by Direct Debit, Credit Card or BPAY.
- EFTPOS – debit and credit cards at the School Administration Office.

Star of the Sea School does not accept payment by cheque or cash.

### **APPLICATION FEE AND CONFIRMATION OF ENROLMENT DEPOSIT**

A non-refundable Application Fee of \$50.00 per family is payable upon submission of an Application for Enrolment.

On the Acceptance of Enrolment offer, a Confirmation of Enrolment deposit of \$150.00 is payable. This deposit is refundable only as a credit to the Term 1 Statement of Fees and Levies.

### **LATE START ENROLMENT**

New students entering Star of the Sea School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

### **WITHDRAWAL OF ENROLMENT**

Should a student leave the school during a school term, written notification must be forwarded to the Principal. School issued items such as textbooks, library books, technology devices and all accessories are to be returned to the school.

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.