YEAR 2016 SCHOOL FEE PAYMENTS

The Parish Schools Office (PSO) has completed the budgets for the 2016 school year which provide for a net expenditure of $4,388,560 for the five schools, an increase of 0.18% from 2015. This is the cost of running the schools excluding teachers’ salaries which are funded by the Federal and State Governments. The budget funds ancillary staff, teaching resources and expenses, office and administration costs, insurances, provision of services, maintenance, loans and interest payments.

There has been a small increase in fees for the College and the 4 primary schools which reflect the increase in running costs as a result of the recent extensions at each school and changes to the laptop program at St Joseph’s College. The structure of fees for 2016 along with the payment methods, terms and conditions are attached. The fees have been structured to provide a set fee for one child in either secondary or primary school, with a 25% discount for the second child, a 50% discount for the third child and full fee discount for subsequent children of the tuition fees.

School fee Invoices for 2016 will be mailed to families at the beginning of term 1 with full payment due by 30th April. Families who pay their account in full by week 4 of term 1 will receive a 5% discount off the tuition fee portion of the invoice. (Families will still have the option of paying fees on a regular payment cycle (weekly/fortnightly/monthly/ etc with all fees to be finalised by 15th December each year). Families are requested to complete and return the attached Payment Option form - (attachment A of this letter).

The PSO is mindful at all times of ensuring that the policy for collection of fees is in harmony with the Parish Mission Statement and philosophy of catholic schooling, without jeopardising the financial health of the schools and their ability to ensure outcome based teaching and learning practices of the highest standard.

We remind all families that it is their responsibility to meet their school fee obligations as they fall due. In the event that a family is seeking an alternative payment arrangement, or seeking fee relief due to a genuine inability to meet the payment, these families are required to contact John Klein or Kim Lockley, Accounts Receivable Officer (07 5536 3884), prior to commencement of the school year.

Families are reminded that you are required to give one terms written notification of departure from the school. In the absence of such notification an amount equivalent to one term’s fees will be payable.

Yours Sincerely

Fr Michael Brady
Parish Priest

John Klein
Parish Operations Manager
St JOSEPH’S & St ANTHONY’S PARISH SCHOOLS OFFICE

2016 SCHOOL FEES

The following fee structures apply for 2016:

<table>
<thead>
<tr>
<th>School</th>
<th>Tuition Fee</th>
<th>Textbook &amp; Resource Fee</th>
<th>Computer Access Fee</th>
<th>Leases</th>
<th>Approximate Total Fees</th>
<th>Increase Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Josephs’ College</td>
<td>$2,640</td>
<td>$600</td>
<td>$100*</td>
<td>- **</td>
<td>$3,340</td>
<td>-$280 ***</td>
</tr>
<tr>
<td>St James Primary</td>
<td>$1,930</td>
<td>$220</td>
<td>-</td>
<td>$100#</td>
<td>$2,250</td>
<td>$20</td>
</tr>
<tr>
<td>St Joseph’s Primary</td>
<td>$1,770</td>
<td>$220</td>
<td>$200^</td>
<td>-</td>
<td>$1,990</td>
<td>$20</td>
</tr>
<tr>
<td>St Anthony’s Primary</td>
<td>$1,808</td>
<td>$220</td>
<td>-</td>
<td>$150##</td>
<td>$2,178</td>
<td>$83</td>
</tr>
<tr>
<td>St Ambrose Primary</td>
<td>$1,808</td>
<td>$220</td>
<td>-</td>
<td>$150##</td>
<td>$2,178</td>
<td>$83</td>
</tr>
</tbody>
</table>

* All students at St Joseph’s College will be invoiced for $100 pa to cover IT infrastructure costs. Families have been given the option to purchase the existing school provided laptop, those families who do not wish to purchase their existing college supplied laptop (or supply their own laptop) and continue to use this machine will incur an additional $320 computer access fee.

** St Joseph’s College will invoice families separately for elective subject fee costs and TVET courses for year 9-12 students.

*** Reduction in fees is due to the variation in computer access fee billing.

# St James Primary sport levy will result in families not having to pay for weekly sport excluding electives for each student. In addition, St James has a $60 Parent Forum Levy per family.

^ St Joseph’s Primary - $200 IT levy for years K, 1 & 2

## St Anthony’s & St Ambrose Primary schools activity levy will result in families not having to pay for weekly sport.

The above fees do not include the cost of excursions, field trips and sport fees (excluding St James Primary sport fees), these will be invoiced directly by the schools to each family.

The Parish has a family discounts structure which applies to the above tuition fees only and are based on 25% for the 2nd Child, 50% for the 3rd child, with subsequent children paying only the Textbook and resources, levies and computer access fee.

YEAR 2016 SCHOOL FEE PAYMENT TERMS AND CONDITIONS

Payment of school fees is subject to certain general requirements as detailed below. Parents are asked to select a method of payment at the START OF THE SCHOOL YEAR or at TIME OF ENROLMENT best suited to your circumstances, and then arrange to adhere to the program throughout the year. A program of fortnightly payments is particularly recommended as a means of linking fee servicing with regular income such as wages, Family Tax Benefits etc.

1. PAYMENT OPTIONS

To enable the Parish Schools Office to effectively plan its income to service the Budget, please choose one of these options and advise the Parish Schools Office of your choice.

PER YEAR: Invoice amount is payable 28 days from issue of invoice (5% Discount of tuition fee)

PER TERM: 3 equal payments, payable 28 days from the commencement of terms 1, 2 and 3

MONTHLY: 12 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office

FORTNIGHTLY: 26 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office

WEEKLY: 52 continuous payments commencing the 1st week in January or at a date agreed with the Parish Schools Office.
2. PAYMENT METHODS

Families can select from the following methods to make school fee payments

a. Direct Debits from your bank account or credit card (Visa, MasterCard only). Please complete attached authority or contact the Parish Schools Office to make the necessary arrangements,

b. By BPay, (Biller Code & Reference Details are noted on the bottom of the invoice)

c. Direct deposit book through the Commonwealth Bank. Please telephone the Schools Finance Manager to arrange for an encoded deposit book with an agent number specific to your school fee account,

d. Phone Banking/Internet Banking into the Parish Schools Office Account. Please telephone the Parish Schools Office (07 5536 7522) to make the necessary arrangements,

e. At the School’s Administration office or St Joseph’s Parish Administration office in Tweed Heads by EFTPOS, credit card, cheque, or cash.

f. Centrepay – contact the Parish Schools Office to arrange deduction from current Centrepay payments.

Please contact either the parish schools office or the school office to obtain forms for Direct Debits payments or deduction from Centrepay payments.

Please note that existing arrangements for BPAY, Periodical Payments and Internet Banking will need to be changed to the new system. Please complete attached form or contact Kim Lockley on 5536 3884 or 5536 7522 for account details.

As per the Parish School Fee Collection Policy set down by the Parish Schools Office, families who genuinely feel they will have difficulty servicing the fee must discuss their needs at a personal interview with the Schools Accounts Receivable Clerk, Kim Lockley. (For a personal and confidential appointment please contact Kim on 5536 3884 or 5536 7522).

Families are required to contact the Parish Schools Office prior to the commencement to the school year to discuss issues that may affect the timely payment of school fees.

In order to keep fee collection costs to a minimum, it is most important that your school fees are paid as agreed by you from one of the options listed above. If you are not in a position to pay as suggested please telephone the Parish Schools Office to arrange a payment program for the year.

NB: Please complete and return “Attachment Payment Option form – Attachment A” as soon as possible.

Families paying weekly, fortnightly or monthly will have their direct debit payments adjusted to meet the full fees unless prior arrangements are made with the parish schools office.

Full school fees to be paid no later than 15th December annually unless prior arrangements with PSO.
PARISH SCHOOLS OFFICE TERMS & CONDITIONS OF ENROLMENT

1. The Parish Schools Office (PSO) is responsible for the administration of the centralised school fee billing system for the catholic schools within St Joseph’s Parish Tweed Heads and St Anthony’s Parish Kingscliff. The Parish Schools Office is located in the St Joseph’s Administration Centre in Tweed Heads.

2. All families are expected to pay the standard fees in accordance with the previous mentioned payment options, unless an alternate arrangement has been negotiated with the Parish Operations Manager. This will be evidenced by a variation, in writing, to this agreement.

3. Continuation of enrolment for each successive year of study is conditional on:
   i. Fees for current and past years being paid in full or
   ii. An approved payment plan with Parish Schools Office to be in place prior to commencement of proceeding year.

4. School fees are due for payment in full by 30th April each year unless prior arrangements are made with the Parish Schools Office no later than 28th February each year.

5. On termination of enrolment, outstanding school fees are due and payable immediately unless an agreed arrangement has been entered into with Parish Schools Office.

6. Families are required to give one term’s written notification of student departure from the school, in the absence of such notification a fee equivalent to one term’s fees will be payable.

7. Information provided on enrolment forms may be used by the Parish Schools Office in relation to the collection of school fees. For more information about our Privacy Policy, please contact the Parish Schools Office.

8. Ongoing application of any fee variation is subject to periodic review with regard to financial circumstances and/or performance under this policy.

9. Families are reminded that students may be ineligible to attend major overseas trips/excursions unless fees are paid in full or a satisfactory arrangement established with the Parish School Office prior to the application to attend the trip. Payment for the trip by a 3rd party (e.g. grandparents/student) will not be a reason to vary this clause.

10. If payments are not made or are in arrears and no alternative arrangement agreed, a reminder notice will be issued. Failure to respond may result in the matter being referred for recovery action and continued enrolment being placed under consideration by the Parish Schools Office with the School Principal.

11. Any costs of recovery action being taken by the Parish Schools Office will be charged to the outstanding account.

12. The parent who signs the Student Enrolment Application accepts responsibility for payment of the fees. Where a student lives with both parents, each parent is required to sign the form.

13. Split invoices can be issued on request to each parent. However, each parent/guardian has a joint and several responsibility for the payment of the fees which means should either party not pay their share of the fees we have the right to pursue the other party for the full amount.

14. All overdue accounts, not subject to an arrangement approved by the Parish Schools Office, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.
PAYMENT OPTIONS

I/We request to pay our school fees for 2016 as follows:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Full (by due date)</td>
<td>BPay/Internet Banking</td>
</tr>
<tr>
<td>Per Term (full fees to be paid by term 3)</td>
<td>Direct Debit</td>
</tr>
<tr>
<td>Monthly</td>
<td>Parish Office or School (Direct or phone)</td>
</tr>
<tr>
<td>Fortnightly</td>
<td>Centrelink Deduction</td>
</tr>
<tr>
<td>Weekly</td>
<td>Bank Deposit Book</td>
</tr>
<tr>
<td>Other – Specify</td>
<td>Other – (specify)</td>
</tr>
</tbody>
</table>

FAMILY NAME: ___________________________ CONTACT NO: ________________

STUDENT NAMES/s: _______________ _______________ FAMILY CODE: ____________________________ (if known)

DIRECT DEBIT DETAILS:

ACCOUNT NAME: ___________________________ ACCOUNT No: ________________
(or Name on credit card)

BANK & BRANCH: ___________________________ BSB: ________________

CARD NO. ___________________________ EXPIRY DATE: ________________
(Visa/Mastercard only)

AMOUNT: $ ________________ COMMENCING DATE: ________________

PLEASE EMAIL FUTURE FEE INFORMATION TO: ____________________________

(insert email address)

SIGNATURE: ____________________________

(PLEASE RETURN TO PARISH SCHOOL BOARD or to SCHOOL)
11-13 Frances St Tweed Heads
PO Box 219 Tweed Heads 2485
Email to sfm@stjosephs.org.au

FOR OFFICE USE ONLY:

WCA Fee System updated □ Direct Debit established □