



Our Lady of Fatima School Fee and Levy Policy

Our Lady of Fatima Primary 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 Our Lady of Fatima Primary School are used for the following purposes, which are aligned to the Vision and Mission of Our Lady of Fatima Primary 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 Our Lady of Fatima Primary School building debt

The Our Lady of Fatima Primary School Parents and Friends Association also collects a levy through the Our Lady of Fatima Primary 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 Our Lady of Fatima Primary School Fees and Charges listing (available on our website www.ourladyoffatima.qld.edu.au and comprise the following charges):
 - Tuition Fee and Capital Levy
 - Resource/ICT Levy
 - P&F Association Levy
 - Camps, Recreational Sport, iPad Program, Vocational Education Courses or any other charges applicable to a student activity not covered in the above charges
- A due date is listed on the account and parents are required to make payment by the due date (within a month from when fees are sent out) 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
- Centrepay

Payment Plans

Our Lady of Fatima 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 you may apply to Our Lady of Fatima Primary School for a concession. Concession 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. In consideration for a subsequent 12-month period will require a new application.

A compassionate and just approach under the mission and values of Our Lady of Fatima Primary 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 e.g. rent, minimum mortgage repayments. Application forms for concessions are available at Our Lady of Fatima Primary School office.

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 Our Lady of Fatima Primary 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 Our Lady of Fatima Primary

- 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 by the last week of the term.

Students Leaving the Our Lady of Fatima Primary

- 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.

Further information regarding the issue and payment of school fees can be obtained by contacting Our Lady of Fatima School.