SCHOOL FEES STRUCTURE AND POLICY  2014

Introduction
The following information will outline the structure and components of school fees, the purpose of fees and the areas of the school's operation in which these funds are applied, and the policy in relation to payment of fees and methods of payments.

Determination
School fees are reviewed in the latter half of each year at the time of preparation of the following year's school's operating budget. The financial secretary with the advice, input and assistance of the Principal prepares the Budget. Following this consultative process, a draft is produced and presented to the Parish Priest and Parish Finance Board, normally in the early part of the new school year. During the course of the year, actual operating results are compared with original budget estimates on a quarterly basis. This quarterly review involves the Principal and financial secretary.

Fee Generation
School fees are invoiced at the commencement of each term and are payable within 30 days of the end of term. As school fee statements are now emailed and may, if necessary be posted, it is important to ensure that the School Office is notified of any change of email and postal address. Reminder Notices are normally emailed within a week following the due date, and are directed to families which have outstanding fees with no accompanying alternate payment arrangements. Please refer to the section on payment policy and payment method for further information.

SCHOOL FEE COMPONENTS

PRIMARY SCHOOL FEES

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>Term Fee</th>
<th>Annual Fee</th>
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<tbody>
<tr>
<td>One Child</td>
<td>$615</td>
<td>$2460</td>
</tr>
<tr>
<td>Two Children</td>
<td>$830</td>
<td>$3320</td>
</tr>
<tr>
<td>Three</td>
<td>$910</td>
<td>$3640</td>
</tr>
<tr>
<td>Four</td>
<td>$952</td>
<td>$3808</td>
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</tbody>
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The school fee structure includes the cost of all items and resources including classroom stationery, photocopying, art and craft items, science materials, general class resources, as well as covering the cost of swimming, drama and excursions. Not included in the school fees are the purchase of back to school booklists, uniforms, optional programs eg instrumental music, and speech and drama and school photos. **Camp expenses are not included in the school fee structure as listed above and are invoiced separately, usually on the first term’s school fees.** In 2014, we are taking our Year 5 students to Mapleton and our Yr 7 and Yr 6 students to Canberra. The Yr 6 camp fees (**$225 approx will be invoiced on the first term’s fees and payment can be spread across the year**). The Yr 7 Camp to Canberra will be $1025 will and parents have already commenced a payment scheme in readiness for 2014. The Yr 6 Canberra Camp in 2014 will be $1000 approx and parents will receive a letter re payment of this early in 2014.

School fees also pay the following –

- The employment of “above schedule” staff (Additional teaching, Clerical, Groundsmen) and associated award superannuation and workcover charge, contract payments associated with cleaning, fire protection, pest control and security services. They also pay for insurances, electricity, cost of photocopy machines, audit fees and other professional costs, rates, cleaning supplies and telephones.
• Maintenance of grounds and repairs to plant, equipment and furnishings.
• The school general expenditure also includes classroom and specialist resources, general office and stationery costs, copy paper, postage, professional printing and staff professional development costs. Bus transport for sports and excursions, first aid supplies, life education, physical education, sports, swimming, drama and other tuition expenses. Included in the resource levy is an IT levy to support our technology implementation and future needs. Prep-3 are charged $40 a year per student and 4-7 students will pay $60 per year.
• Capital expenditure involving school and office furniture and fixtures, computers and other equipment.
• Payment of the Archdiocesan Education Levy. The School is invoiced on a quarterly basis, and while the levy constitutes a small percentage of overall income to Brisbane Catholic Education, it is a major item of expenditure to be met by the School.
Brisbane Catholic Education Office recurrent expenditure includes school level staffing, resource grants, central services, and other sundry costs.
• A percentage of school fees are directed to the Capital Levy Fund. This amount in 2014 is $137.50 per term or $550 per annum. The funds raised from this levy are used to support loans drawn to build our resource centre, the administration building, the car park redevelopment, recent refurbishments and prep school construction. Funds collected through this levy also provide funds for the ongoing maintenance of current school facilities as well as providing resources for future development. The Capital Levy is a mandatory payment.

SCHOOL BUILDING FUND (CONTRIBUTION)
In addition to the above mandatory payment parents may elect to contribute to the school building fund on a voluntary basis. It is suggested that parents who wish to support the building program may wish to donate towards the end of term two (the end of the financial year) and then claim the donation back as a tax deduction. (This donation is fully tax deductible as it is voluntary). All donations to the School Building Fund are added to the Capital Levy Fund.

PARENTS & FRIENDS (P & F) LEVY
A Parents & Friends’ Levy is included in the school fee structure. The purpose of the levy is to guarantee the Association a regular income without the constant demand on parents to fundraise. Indeed, Parents & Friends sponsored fund raising is limited to major events, such as the annual St Dympna’s Fun Day. The levy enables the P & F to continue to provide resources, but to spend the majority of its time concentrating on social events for parents or other issues that may arise. The Parents & Friends’ Levy for 2014 is $40 per term ($160 per annum) per family and $2 per child P&F Federation levy and is included on the school fees statement issued each term. Levy funds collected are forwarded to the P & F on a monthly basis. The levy is also used to meet the P&F commitment to the repayment of the resource centre and car park refurbishment loans. In 2014 a family fun day will be the focus of the P&F fundraising to meet the shortfall raised by the levy. It is anticipated that the levy will raise approx. $27000 toward the repayments and the shortfall of $23000 will be raised at the Family Fun Day.

INSTRUMENTAL MUSIC
Instrumental music fees, for those students who are involved in lessons for strings, guitar and band are now invoiced on term school fees. In 2014 instrumental music fees will be $125 a term per student. Parents of instrumental students are reminded that should they decide to stop lessons, they must provide St Dympna’s school with written notice that they wish to discontinue with the program two weeks prior to the new term commencing. This requirement is to assist with
administrative processes involved in the invoicing of the fees and also to give appropriate notice to the lesson providers.

PAYMENT METHOD

School fees are invoiced on a term basis (four times a year). Parents are welcome to make arrangements to pay their fees in any form that suits their budget – fortnightly, monthly, per term or annually in advance. School fees are usually sent out by email early each term. We offer BPay facilities as a convenient and secure way for families to pay their fees. Your Biller Code and Reference number is displayed on the top of your school fee invoice. If possible families are encouraged to take advantage of our Bpay facilities. If a family would like to take advantage of our BPay facilities, but wishes to spread their fees across the school year, paying fortnightly or monthly, simply phone the office and a payment plan will be calculated for you. We also offer, direct debit facilities to allow families the opportunity to pay their school fees, spread over ten monthly payments starting in February and ending in November, from either their bank account or credit card. Please note new direct debit authorities must be completed each year, as details and amounts change. These authorities are sent out in the first week of the new school year. Please note we require a signed original of these forms. They cannot be scanned, emailed or faxed. School fees may also be paid by cash, cheque, bank debit or credit card (mastercard, visacard). EFTPOS facilities are available at the School Office. Credit card payments may be made in person at the school office, or by telephoning the school and providing the relevant card details. NOTE: Payment by cash should only be made in person and a receipt obtained at that time. Where circumstances exist to make it necessary, any claim that school fees were paid in cash must be supported by a school receipt.

PAYMENT OF FEES – POLICY

The policy for the payment of fees in 2014 is that upon receipt of each term’s school fees account, the financial secretary or Principal must be informed immediately if fees cannot be paid in full by the specified due date. A proposal for repayment of the fees over the course of the term must also be made at this time.

In the event that two terms of fees are outstanding, and in the absence of any existing arrangements or advice, an interview will be arranged with the Principal, and the family will be notified of the date and time. Where no satisfactory outcome eventuates, cancellation of enrolment may occur.

Families should be aware that part of the control mechanism for outstanding school fees consists of a written record made each time an overdue account is forwarded, or an agreement made (verbally or in writing), a phone call made or received, or an interview conducted.

The financial secretary maintains these records and keeps the Principal informed on a regular basis, particularly at times when it becomes necessary to conduct an interview.

Fees that remain outstanding when a family leaves the school may, depending on circumstances, be handed to a Debt Collection Agency for recovery which may involve the instigation of legal action.

We remain mindful of the considerable sacrifice made by parents in meeting school fees and levies and extend a compassionate desire to assist genuinely needy families who are encouraged to contact the Principal. Families seeking to make concession arrangements are asked to contact the financial secretary, in the first instance, and a form will be sent home for completion. Upon completion of this form, together with documentation to verify household income and expenditure the information is applied to the Henderson Spreadsheet as required by Brisbane Catholic Education. This system ensures that a just outcome is reached. In the event that agreement is reached granting a reduction in fees, payment of the reduced fees must be made by direct debit from a bank account. The relevant bank authority forms will be supplied upon receiving advice of approval for confessional fees. (New fee arrangements must be made at the commencement of every school year.)