



St Edward's Primary School

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School Fee Policy 2020

Fees: This amount covers recurrent school expenditure items, some of which include...tuition costs; teaching & classroom resources; all art & craft consumables; printing and photocopying costs; selected school performances; selected sporting & cultural activities; electricity; telephone; rates, insurance, cleaning and some wages etc.

Excursion Levy: Covers costs associated with any excursions/incursions that the students attend.

Capital Levy: Being a levy, it forms part of the school fees and there is an expectation of payment by all families within the school. These funds go directly towards capital loan repayments and capital expenditure on school buildings, grounds and equipment. This levy is compulsory and **is not tax deductible.**

P&F Levy: This levy supports P&F special projects and resource purchases within the school that all students benefit from. This levy is compulsory and **is not tax deductible.**

Building Fund Donation: The Building Fund Donation is a voluntary donation, not a levy. As such, it is totally tax deductible. These funds are used for new building projects and to refurbish and maintain older buildings. A separate receipt is available at the end of the financial year for tax purposes.

Library Fund Donation: The Library Fund Donation is a voluntary donation, not a levy. As such, it is totally tax deductible and donations are used for capital library purchases.

School fees are invoiced and emailed to parents/guardians early in each school term and thirty days is given for payment. Overdue notices are posted in Term 1 and Term 3 and emailed in Term 2 and Term 4.

Families experiencing financial hardship need to contact the office and obtain an Application for Fee Concession Form.

The School Board and Parish will make judgement calls on overdue debt that will be sent to Collection Agency for further action.

Preferred School Fee Payment Options: *(Forms for periodic deductions either Direct Debit or Credit Card are available from the school website under 'Forms')*

- Direct Debit from savings either weekly/fortnightly/monthly/quarterly
- Credit Card deduction either weekly/fortnightly/monthly/quarterly
- Internet Banking...**BSB 064-786 Account No. 00619 1600 Reference** – your customer reference can be found on your Family Fee Statement
- BPay – Biller Code 504837 Customer No (Refer to your Family Fee Statement for this reference number)
- EFTPOS – Cheque, Savings or Credit
- Cash/Cheque

Refund Policy: All confirmation of enrolment incur a fee of \$150 per application for new families only. This fee is non-refundable.

Leaving Early Refund Policy: Should a student leave the school during a school term; written notification must be forwarded to the Principal. 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.