



School Fees Policy

Purpose:

To describe the basis upon which school fees are administered.

Context:

The setting of school fee levels is the responsibility of the Principal guided by the policies and levies set by Brisbane Catholic Education.

Policy:

School fees should be paid in full according to the prescribed timetable advised to parents at the start of the school year.

However, no catholic student will be denied a place in our school due to the parent's/guardian's genuine inability to pay full, or even part, fees.

In circumstances where a student is absent for a substantial part of a term or perhaps leaves the school in the middle of a term, fees will be payable for the whole of the term unless the Principal says otherwise.

Fee concessions and remissions will be considered upon application. The Principal will determine the outcome of any application.

Action may be taken to recover outstanding fees in accordance with BCE Policy

Late letters are sent after approval from the Principal to remind parents of their obligation to pay the school fees owed.

Use of debt collection agencies will ensue if no contact is made from the parent and after all avenues of fee collection have been exhausted.

Effective Date:

This policy is effective as from 1/2/2009

Supersedes:

This policy supersedes any previous School Fees Policy approved by the School Board.

Review Date:

This policy is to be reviewed as required but no later than 24 months after the effective date.

Michael Kelleher
Principal