



Sacred Heart School

BOOVAL

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9th October 2018

Dear Parents and Caregivers

2019 School Fees

Please find attached the School Fees for 2019. Each year the school undertakes a thorough review of expenditure to ensure accountable stewardship of resources.

In line with Brisbane Catholic Education's recommendations there has been a minimal increase in **School Fees and Levies** for 2019 as well as the introduction of a charge in the Tuition Fee component for a third child.

The school is currently outside BCE recommendations regarding tuition fee charges for third and fourth children, to minimise the impact on families the school has chosen to transition over the next few years into line with BCE recommendations.

For families with Year 5 and 6 students, camps and the Year 6 shirt are now included in the fees which will allow for payments to be spread over the year.

- **Archdiocesan Education Levy (AEL)** included as part of Student Levies is a portion of school fees which is sent to the central administration of Brisbane Catholic Education and assists in making up the shortfall between Government grants and the total cost of running Brisbane Catholic Education schools at a systemic level.
- **Capital Levy** charged per family and provides essential support for capital development and maintenance within the school.
- **Family Levies** are charged per family and covers associated running costs for buildings, grounds, air conditioning etc.
- **Student Levies** This levy covers book lists, information technology, photocopying, paper, excursions, transport, sports, swimming, Arts Council, sports affiliation, etc.
- **Camps and Year 6 Shirt** For families with Year 5 and 6 students, camps and the Year 6 shirt are now included in the fees which will allow for payments to be spread over the year.

2019 School Fees and Levies

	Week (40)	Fortnight (20)	Month (10)	Term (4)	Annual (1)
1 Child					
Tuition Fees	\$ 28.50	\$ 57.00	\$ 114.00	\$ 285.00	\$ 1,140.00
Capital Fund	\$ 13.50	\$ 27.00	\$ 54.00	\$ 135.00	\$ 540.00
Family Levies	\$ 4.38	\$ 8.75	\$ 17.50	\$ 43.75	\$ 175.00
Student Levies	\$ 24.13	\$ 48.25	\$ 96.50	\$ 241.25	\$ 965.00
Total fees 1 child	\$ 70.50	\$ 141.00	\$ 282.00	\$ 705.00	\$ 2,820.00
<i>Plus camp and Year 6 shirt per student if applicable</i>					
Year 5 camp	\$ 5.88	\$ 11.75	\$ 23.50	\$ 58.75	\$ 235.00
Year 6 camp	\$ 7.13	\$ 14.25	\$ 28.50	\$ 71.25	\$ 285.00
Year 6 shirt	\$ 1.00	\$ 2.00	\$ 4.00	\$ 10.00	\$ 40.00

	Week (40)	Fortnight (20)	Month (10)	Term (4)	Annual (1)
2 Children					
Tuition Fees	\$ 39.88	\$ 79.75	\$ 159.50	\$ 398.75	\$ 1,595.00
Capital Fund	\$ 13.50	\$ 27.00	\$ 54.00	\$ 135.00	\$ 540.00
Family Levies	\$ 4.38	\$ 8.75	\$ 17.50	\$ 43.75	\$ 175.00
Student Levies	\$ 48.25	\$ 96.50	\$ 193.00	\$ 482.50	\$ 1,930.00
Total Fees and Levies 2 children	\$ 106.00	\$ 212.00	\$ 424.00	\$ 1,060.00	\$ 4,240.00
<i>Plus camp and Year 6 shirt per student if applicable</i>					
Year 5 camp	\$ 5.88	\$ 11.75	\$ 23.50	\$ 58.75	\$ 235.00
Year 6 camp	\$ 7.13	\$ 14.25	\$ 28.50	\$ 71.25	\$ 285.00
Year 6 shirt	\$ 1.00	\$ 2.00	\$ 4.00	\$ 10.00	\$ 40.00

	Week (40)	Fortnight (20)	Month (10)	Term (4)	Annual (1)
3 Children					
Tuition Fees	\$ 42.75	\$ 85.50	\$ 171.00	\$ 427.50	\$ 1,710.00
Capital Fund	\$ 13.50	\$ 27.00	\$ 54.00	\$ 135.00	\$ 540.00
Family Levies	\$ 4.38	\$ 8.75	\$ 17.50	\$ 43.75	\$ 175.00
Student Levies	\$ 72.38	\$ 144.75	\$ 289.50	\$ 723.75	\$ 2,895.00
Total Fees and Levies 3 children	\$ 133.00	\$ 266.00	\$ 532.00	\$ 1,330.00	\$ 5,320.00
<i>Plus camp and Year 6 shirt per student if applicable</i>					
Year 5 camp	\$ 5.88	\$ 11.75	\$ 23.50	\$ 58.75	\$ 235.00
Year 6 camp	\$ 7.13	\$ 14.25	\$ 28.50	\$ 71.25	\$ 285.00
Year 6 shirt	\$ 1.00	\$ 2.00	\$ 4.00	\$ 10.00	\$ 40.00

	Week (40)	Fortnight (20)	Month (10)	Term (4)	Annual (1)
4 Children					
Tuition Fees	\$ 42.75	\$ 85.50	\$ 171.00	\$ 427.50	\$ 1,710.00
Capital Fund	\$ 13.50	\$ 27.00	\$ 54.00	\$ 135.00	\$ 540.00
Family Levies	\$ 4.38	\$ 8.75	\$ 17.50	\$ 43.75	\$ 175.00
Student Levies	\$ 96.50	\$ 193.00	\$ 386.00	\$ 965.00	\$ 3,860.00
Total Fees and Levies 4 children	\$ 157.13	\$ 314.25	\$ 628.50	\$ 1,571.25	\$ 6,285.00
<i>Plus camp and Year 6 shirt per student if applicable</i>					
Year 5 camp	\$ 5.88	\$ 11.75	\$ 23.50	\$ 58.75	\$ 235.00
Year 6 camp	\$ 7.13	\$ 14.25	\$ 28.50	\$ 71.25	\$ 285.00
Year 6 shirt	\$ 1.00	\$ 2.00	\$ 4.00	\$ 10.00	\$ 40.00

	Week (40)	Fortnight (20)	Month (10)	Term (4)	Annual (1)
5 Children					
Tuition Fees	\$ 42.75	\$ 85.50	\$ 171.00	\$ 427.50	\$ 1,710.00
Capital Fund	\$ 13.50	\$ 27.00	\$ 54.00	\$ 135.00	\$ 540.00
Family Levies	\$ 4.38	\$ 8.75	\$ 17.50	\$ 43.75	\$ 175.00
Student Levies	\$ 120.63	\$ 241.25	\$ 482.50	\$ 1,206.25	\$ 4,825.00
Total Fees and Levies 5 children	\$ 181.25	\$ 362.50	\$ 725.00	\$ 1,812.50	\$ 7,250.00
<i>Plus camp and Year 6 shirt per student if applicable</i>					
Year 5 camp	\$ 5.88	\$ 11.75	\$ 23.50	\$ 58.75	\$ 235.00
Year 6 camp	\$ 7.13	\$ 14.25	\$ 28.50	\$ 71.25	\$ 285.00
Year 6 shirt	\$ 1.00	\$ 2.00	\$ 4.00	\$ 10.00	\$ 40.00

Payment Options

Payment of fees will be due 14 days from the invoice date if paid by cash, cheque, BPAY or EFTPOS. Payment may also be made online via the Parent Portal.

A discount on the Tuition Fee of 5% will apply if the total of 2018 fees and levies are paid in full by *Thursday 28th February 2019*. This discount equates to:

- One child family: $\$1,140 \times 5\% = \text{discount } \57.00
- Two child family: $\$1,595.00 \times 5\% = \text{discount } \79.75
- Three child family: $\$1,710.00 \times 5\% = \text{discount } \85.50
- Four child family: $\$1,1710 \times 5\% = \text{discount } \85.50
- Five child family: $\$1,710.00 \times 5\% = \text{discount } \85.50

Fees may be paid on a weekly, fortnightly, monthly, termly or a yearly basis, if payment is made by Direct Debit, or Centrepay. It is important that regular payments are made to prevent your account falling into arrears. *All accounts must be finalised by the end of the school year.*

Families currently paying by DIRECT DEBIT must complete a new form. These forms are available from the school office. If you require assistance with the calculation of payment, please contact Karen Robb on 3282 1976 or email pbovfinance@bne.catholic.edu.au

School Fee and Levy Collection Process

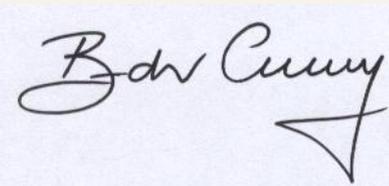
1. School fees and levies are charged on a **term** basis during the first week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. *Extension of Time*
If an extension is required, please contact the school finance office prior to the due date.
 - b. *Payment Plans*
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.
 - c. *Fee Concessions*
In cases of financial hardship an application may be made for a fee concession.
 - (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Sacred Heart Parish School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools/colleges for assessing eligibility.
 - (iii) Concession application forms are available at the school finance office.
 - (iv) All matters are dealt with on a confidential basis.

4. *Recovery of unpaid fees*

In fairness to families who pay their school fees regularly and on time, Sacred Heart Parish School will follow up all overdue school fee accounts.

- a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
- b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
- c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the Sacred Heart Parish School Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the Sacred Heart Parish School.
- d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Regards

A handwritten signature in black ink on a light blue background. The signature reads "Brendan Creevey" in a cursive script, followed by a stylized flourish.

Brendan Creevey
Principal

