



Star of the Sea Catholic Primary School

School Fees & Concessions Policy

1. Policy

At Star of the Sea Catholic Primary School, we nurture confident learners today who become unstoppable leaders tomorrow. Rooted in a vibrant, future-focused community, we champion excellence in learning and teaching while embracing every family with warmth and belonging. Our school is a place where curiosity is sparked and every child is celebrated and empowered to thrive in a caring environment that feels like home.

All parents and guardians of Star of the Sea Catholic Primary School accept that fees raised supplement revenue received from the State and Commonwealth Governments and are essential in providing a quality Catholic education for all students. The fees and levies are used for the following purposes which are aligned to the Vision and Mission of the School to:

- Provide teaching, classroom and administrative support
- Provide essential resourcing, materials, facilities and equipment
- Assist with providing activities such as excursions and camps
- Support the Star of the Sea School building program
- Maintain buildings, grounds and other facilities

Star of the Sea Catholic Primary School charges a "Parents and Community Group Levy" to support the initiatives of the parents and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that your child's enrolment is not compromised. Please contact our School's Finance Secretary for further information concerning the school fee concession application process.

2. Rationale

Within the Cleveland Catholic Parish, Star of the Sea Primary School aims to provide a nurturing environment that embraces inclusivity and family values, seamlessly integrating faith, knowledge and cultural diversity.

Star of the Sea Catholic Primary School is committed to excellence, offering a child-focused and innovative curriculum, with literacy and numeracy programs infused with the latest pedagogy and digital tools preparing our student to thrive in the twenty-first century. Star of the Sea Catholic Primary School seeks to maintain affordability for its families at the same time ensuring sound financial management practices are achieved to the best possible outcomes for enrolled students and their families.

Star of the Sea Catholic Primary School aims to promote not just academic success but also lifelong, independent thinking, and a deep respect for diverse faiths and cultures, including Catholic and Aboriginal spiritual traditions. The extension of support and compassion to families experiencing genuine financial hardship is integral to this approach.

3. Aims

This Policy aims to set out Star of the Sea Catholic Primary School's philosophy and approach to structuring, changing, and collecting tuition fees and levies at Star of the Sea Catholic Primary School.

4. School Fee and Levy Collection Process

School fees and levies are charged to family's school fee accounts on a term basis within the first two weeks. School Fees and Levies Schedule for the year, is available on Star of the Sea School's Website and Parent Portal.

School fee accounts are due to be paid in full within 14 days of the issued date of the Statement of Fees and Levies. The due date will be noted on this statement.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the full payment of their school fee account, the parent/guardian must contact the School's Finance Secretary as soon as possible in writing to request one of the various following payment options:

Extension of Time: Parents/guardians must email the School's Finance Secretary as soon as possible requesting an extension of time.

Payment Plan: Parents/guardians must email the School's Finance Secretary as soon as possible to negotiate an agreed payment plan. All agreed payment plans are conditional on the family agreeing to the school's direct debit payment method which will include a regular schedule that will clear the debt of the school fee account by the last day of the school year. Any extension to an agreed payment plan must be made in writing to the School's Finance Secretary for Principal's approval.

Fee Concessions: Where a parent/guardian believes that they are under financial hardship an application may be made for a fee concession. A fee concession is available for eligible families. This eligibility is based on a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines. An Application for Concession on Fees can be obtained by contacting the School's Finance Secretary. The granting of a fee concession is conditional on the family agreeing to the school's direct debit payment method. Parents/guardians must apply at the start of every school year to the School's Finance Secretary for Principal's approval.

Recovery of Unpaid Fees: In fairness to families who pay school fees regularly on time, Star of the Sea Catholic Primary School will follow up all overdue school fee accounts. A reminder statement will be issued to all families who have not settled their school fee account by the due date shown on the statement. If payment or a suitable response is not received within 7 days of the reminder statement, an overdue letter will be issued.

If payment or a suitable response is not received within 7 days of the overdue letter, contact with the parent/guardian will be made via telephone or email.

If, after 14 days of the date of the overdue letter, satisfactory arrangements have not been reached, the account may be sent to a Debt Collection agency. In serious cases where there is clear capacity to pay outstanding fees, legal options may be pursued by the school. All legal and debt collection costs will be at the family's expense.

Late Start Enrolment: New students entering Star of the Sea Catholic Primary School after the commencement of the school year will be charged on a pro-rata basis for the remaining weeks of the term.

Withdrawal of Enrolment: Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a request must be made in writing to the school at the same time as notifying the school of the withdrawal. A fee reduction may be granted at the Principal's discretion.

Student library books, iPads, iPad covers and charges are to be returned to the school. If any fees remain outstanding, they will be payable as per the normal payment terms, and where appropriate, any fees paid in advance will be refunded.

Extended Leave/ Holding an Enrolment Place: Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a request must be made in writing to the school at the same time as notifying the school of the extended leave. A fee reduction may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of student waiting lists.

5. Roles and Responsibilities

Role of School Principal: The School Principal is responsible for the setting and distribution of fee accounts, the collect of monies and timely communication to parents/guardians of changes to fees and charges.

Role of Parents/Guardians: Parents/guardians are responsible for prompt payment of school fee accounts and timely communication to the school if there are any changes to circumstances that may prevent the full payment of fee accounts by the due date on the statement.

Other: Tuition fees and levies are set in line with the recommendations of the Brisbane Catholic Education and are endorsed by the Parish Priest.

6. Review

This policy will be reviewed annual or earlier at the discretion of the School Principal.

7. Related Documents

- Enrolment Policy, available on Star of the Sea Catholic Primary School's website and Parent Portal
- Annual School Fees & Levies Schedule available on the school's website and Parent Portal
- Brisbane Catholic Education (BCE) Information Collection Notice and BCE Privacy Policy