

FEE COLLECTION AND PAYMENT POLICY

The fees and levies collected at St Stephen's School allow for the provision of a high quality of education for your child/children.

School fees and levies:

- provide essential resources, materials, facilities, activities, services and equipment.
- provide for the maintenance of buildings, grounds and other facilities.
- assist with the payment of wages for teaching, administrative and ancillary staff.

ISSUING OF ACCOUNTS

School fees are issued at the commencement of each term, usually in the first week of the term. The statement will show the following:

- Tuition Fee
- Building Fund Levy
- Other Levies (including: Information Technology Levy, Sport Levy, Activities Levy and Stationery/Equipment/Resource & Textbook Levy)

The St Stephen's School Parents and Friends Association also collect a levy through the St Stephen's School fee structure.

Parents are requested to pay the school fees account by the due date, which is shown on the account.

METHODS OF PAYMENT

School Fee Statements are emailed at the beginning of each term. Parents are asked to pay the fee account within 14 days of issue. Payment is preferred by the School Direct Debit system with payment options weekly/fortnightly/monthly, but is also accepted by cash, eftpos, credit card, BPAY and Centrepay. A Direct Debit form is available on the Parent Portal. Each account includes an authority to pay by credit card and BPAY details. BPAY minimum is \$50.

REMINDER NOTICES

A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place. Should accounts remain outstanding, a member of the Administration Team or his/her delegate will make contact to discuss the outstanding fees.

PAYMENT DIFFICULTIES

If you are experiencing difficulties in paying your account, please contact the school as soon as possible, before the due date, as it may be possible that some assistance, such as an extension of time or payment by instalments, may be available.

CONCESSIONS

In cases of financial hardship, the school will consider offering a concession on school fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be re-submitted at the commencement of the new school year. The final decision rests with the school principal or the principal's nominee.

OVERDUE ACCOUNTS

Parents are encouraged to contact the school if they are experiencing difficulty in paying the school fees account.

On some occasions parents fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collection agency.

FURTHER INFORMATION

If school fees have not been paid by the end of the year and an agreed payment plan is not in place, this may result in the need to review a student's continuing enrolment at the school.