



Reviewed by School Board 17 July 2012

## **OUR LADY OF MT CARMEL- SCHOOL FEES POLICY**

### **VALUES:**

Policy formation and implementation at Mt Carmel School are founded on the core values of:

- ☒☒ Compassion
- ☒☒ Respect
- ☒☒ Justice
- ☒☒ Service
- ☒☒ Equity

### **RATIONALE:**

Catholic schools recognise the role of parents as the primary educators of their children. Catholic schools share with pastors and parents the responsibility to nurture the development of each student.

The Brisbane Archdiocesan Report on the Bishops Project on Catholic Schooling 2001 states that the Catholic school of the future will 'provide an authentic experience of Catholic Christian community' and 'be open to those who support its values'.

### **REFLECTION MATERIAL:**

BCE Enrolment of Students in Catholic Schools Policy, June 2004; School Fees Collection, Brisbane Archdiocesan Colleges and Archdiocesan Primary Schools.

### **POLICY:**

Acceptance of a position at Our Lady of Mount Carmel Primary School assumes an ability and willingness to pay school fees and levies as they fall due. However, no Catholic child will be denied a place because of a genuine inability of parents or guardians to pay fees. Fees which remain unpaid after thirty days will become subject to the fee collection procedures outlined in this policy.

### **CONSEQUENCES:**

1. Payment of fees within thirty days of the receipt of the School Fees Account contributes to the efficient and sound financial management of the school.
2. Fees not paid within the thirty day period will become subject to the following procedures:-

☒☒ after thirty days an Account Rendered will be sent advising of a further

fourteen days to pay or make contact with the school principal.  
A copy of the school fee collection policy will be attached.

☐☐ if no payment or contact is made during this period of time personal contact will be made by phone re the outstanding account to make arrangements for its payment within fourteen days

☐☐ options for payment will be available including periodic payment, direct debit, and if appropriate, school fee concession application.

☐☐ if no suitable arrangements are made for payment of fees, a Final Notice will be sent giving a further fourteen days to pay. This Final Notice will advise that the unpaid fees will be sent to a debt collection agency.

☐☐ if no satisfactory arrangements have been concluded, the account will then be sent to a debt collection agency.

☐☐ late payment of fees, which are overdue by more than 60 days, may incur a late fee of \$50.

3. Families who find themselves experiencing genuine financial hardship have the opportunity to receive financial support by applying for a School Fee Concession on the form "Application for Concessional Fees". (see attachment)

This may require:-

☐☐ evidence of income, tax and housing costs

☐☐ an appointment with the school principal

☐☐ a determination of a just and equitable fee within the family's ability to Pay

4. A fee concession lasts for that school year only and new arrangements must be negotiated and documented each year.

**OUR LADY OF MT CARMEL**  
**CATHOLIC PRIMARY SCHOOL**  
 BY PRAYER AND ACTION WE FOLLOW CHRIST



Norfolk St, Coorparoo, 4151 ph. (07) 3397 7125 fax: (07) 3847 2792 www.mtcarmelcoorparoo.qld.edu.au

**“Application for Concessional Fees”**

**Family Information:**

Family Name: \_\_\_\_\_ Address: \_\_\_\_\_

Father’s/Guardian’s Name: \_\_\_\_\_ Resides with family? Yes / No (please circle)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Mother’s/Guardian’s Name: \_\_\_\_\_ Resides with family? Yes / No (please circle)

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Dependants- Include dependents residing with you in full time study and those under school age children.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

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Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_

**Financial Information:**

<b>Income Weekly</b>	<b>Father/Guardian</b>	<b>Mother/Guardian</b>	<b>Total</b>
Income -Net after tax	\$	\$	\$
Dependent’s Income – Youth Allowance	\$	\$	\$
All other Centrelink Payments	\$	\$	\$
Investment Income	\$	\$	\$
Child Support Income	\$	\$	\$
Other Income	\$	\$	\$
<b>Total Combined Weekly Income</b>			\$
<b>Expenditure Weekly</b>			
		Housing Mortgage or Rental	\$
		Estimated weekly expenditure (eg grocery, electricity,rates, etc)	\$
<b>Total Combined Weekly Expenditure</b>			\$
<b>Net Income</b>	Total Income – Total Expenditure = Net Income		\$

*Note: Please supply copies of all Income and Expenditure (eg: payslips, Centrelink/Youth Allowance notices and rent/mortgage payments. All information is treated confidentially.*

**Applicant’s Signature** – (must be signed on lodgement of application)

We/I request consideration of our application for concessional fees for our child/children’s education. We understand that concessional fees will be granted in respect of tuition fees and building fund only. Concessions cannot be granted on other fees and levies.

.....  
 Parent’s/Guardian’s Signature

.....  
 Parent’s/Guardian’s Signature

**Annual Assessment**

**Adjusted Financial Arrangements**

Student Name/s	Class

	Actual Charges per	The amount of	Total amount to
	\$	concession is	pay
	\$	\$	\$
Tuition Fee			
Resource & Activity Levy			
Compulsory Capital Levy			
Voluntary P&F Levy			
Other – eg:Camps			
Total charged to you for Term/Month/Fortnight/Week = \$			

This concession covers the period from / / 2013 to / /2013.

On behalf of Our Lady of Mt Carmel Catholic Primary School I hereby make the above offer in respect of fees. If you wish to accept this offer please sign and return to the school immediately. No reduction can be made to your fees until the signed form is returned.

.....  
Parent's/Guardian's Signature

.....  
Parent's/Guardian's Signature

.....  
Principal's Signature