

PARISH SCHOOLS BOARD – TWEED HEADS

An Apostolic Work of St Joseph's Parish, Tweed Heads & St Anthony's, Kingscliff

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TWEED HEADS NSW 2485

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SCHOOL FEE AGREEMENT

This document represents an agreement between the St Joseph's Parish Schools Board Tweed Heads (PSB) and the person(s) responsible for the payment of school fees.

The PSB is the administrative body acting on behalf of St Joseph's College, St James Primary School, Banora Point, St Joseph's Primary School, Tweed Heads and St Anthony's Primary, Kingscliff to provide a centralised school fee billing system for families in the St Joseph's Tweed Heads and St Anthony's Kingscliff Parishes.

This centralised system provides a single account per family, incorporating family discounts, **fee variations for cases of genuine hardship** and numerous payment methods and options as outlined below.

Person(s) responsible for payment of school fees (please print)

Surname: _____	Surname: _____
Given Names: _____	Given Names: _____
Relationship to Student: _____	Relationship to Student: _____
Residential Address: _____ _____	Residential Address: _____ _____
Postal Address: _____ _____	Postal Address: _____ _____
Religion: _____	Religion: _____
Occupation: _____	Occupation: _____
Employer: _____	Employer: _____
Phone (H): _____ (W) _____	Phone (H): _____ (W) _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
For split Fees % payable by each parent: _____ %	For split Fees % payable by each parent: _____ %

Student Information

<i>Surname</i>	<i>Given Names</i>	<i>School</i> <i>College/STA/StJames/STJ</i>	<i>Year</i>	<i>Existing/New</i>	<i>Religion</i>

Parish Schools Board serving the school communities of:



Mailing information for school fee statements: (Please print)

Mailing Name(s) & Salutation(s)	Relationship to Student(s)
Postal Address:	
Street Address:	

If more than one account is required, please indicate recipient(s) and mailing details below:

Mailing Name(s) & Salutation(s)	Relationship to Student(s)
Postal Address:	
Street Address:	

Payment Options: (Please complete and return the attached authority Attachment A)

The following options are available

- Lump sum for year - payable by the due date of Term 1
- 3 equal instalments - payable by the due date of Term 1, 2 & 3
- Monthly instalments - commencing in January and finishing by the end of the school year
- Fortnightly - commencing first fortnight in January and finishing by the end of the school year
- Weekly - commencing first week in January and finishing by the end of the school year
- Special arrangement — per agreement with Parish Schools Finance Manager

N.B Families who chose the regular payment option understand that the payment is based on the number of periods left in the year from the commencement of the cycle (i.e. monthly payments beginning in March will be based on 10 equal payments)

Payment Method: (Please complete the attached authority Annexure A)

The **preferred** method of payment is by **Direct Debit Request** (enclosed), however several other methods are available. Please select from the following options:

- Direct Debit Deposit Book Internet Banking Bpay
- Cash/Cheque/EFTPOS at Parish Office or School Other (specify)

Fee Variation: Families will need to contact the Schools Finance Manager to arrange for an interview relating to variations and/or assistance with fee payment prior to student commencing at the school(s).

Parish Schools Board serving the school communities of:



PARISH SCHOOLS BOARD TERMS & CONDITIONS OF ENROLMENT

1. The PSB is comprised of a parent representative from each of the schools, representatives of Parish Finance Council, as well as the parish priests and school principals. The Board meets a number of times each year to monitor budgets, review fee structures and deal with matters pertaining to the administration and maintenance of the schools.
2. All families are expected to pay the standard fees in accordance with the previous mentioned payment options, **unless an alternate arrangement has been negotiated with the School Finance Manager**. This will be evidenced by a variation, in writing, to this agreement.
3. Continuation of enrolment for each successive year of study is conditional on:
 - i. Fees for current and past years being paid in full or
 - ii. An approved payment plan with Schools Finance Manager to be in place prior to commencement of proceeding year,
4. On termination of enrolment, outstanding school fees are due and payable immediately unless an agreed arrangement has been entered into with School's Finance Manager.
5. Families are required to give one term's written notification of student departure from the school, in the absence of such notification a fee equivalent to one term's fees will be payable.
6. Information provided on enrolment forms may be used by the Parish Schools Board in relation to the collection of school fees. For more information about our Privacy Policy, please contact the Parish Schools Board.
7. Ongoing application of any fee variation is subject to periodic review with regard to financial circumstances and/or performance under this policy.
8. If payments are not made or are in arrears and no alternative arrangement agreed, a reminder notice will be issued. Failure to respond may result in the matter being referred for recovery action and continued enrolment being placed under consideration by the Board.
9. Any costs of recovery action being taken by the Board will be charged to the outstanding account.
10. The parent who signs the Student Enrolment Application accepts responsibility for payment of the fees. Where a student lives with both parents, each parent is required to sign the form.
11. Split invoices to each parent/guardian can be issued on request. However, each parent/guardian has a joint and several responsibility for the payment of the fees which means should either party not pay their share of the fees we have the right to pursue the other party for the full amount.
12. All overdue accounts, not subject to an arrangement approved by the School Finance Manager, are subject to an interest charge of 7.5% compound interest calculated on the outstanding balance from the due date.

Parish Schools Board serving the school communities of:



Declaration: (Must be signed by BOTH PARENTS or GUARDIANS where applicable)

I/We hereby acknowledge the information given on this form is true and correct.

I/We have read the Parish Schools Board Terms and Conditions of Enrolment, and in return for the provision of education services, accept responsibility to pay the Standard School Fees, as set from year to year in respect of any of my/our children enrolled with the schools under the control of the PSB, promptly and in accordance with my/our selected payment option above.

The Schedule of Standard School Fees for the current year (Attachment B) is attached and revised annually. The following year's fee schedule will be mailed to all families each December.

If, for any reason, I/we am/are unable to honour this commitment, I/we will contact the Parish Schools Board immediately to organise a mutually agreeable payment plan.

Signed in agreement with and acknowledgement of the foregoing:

(Note: Parents/Guardians should not witness each other's signature)

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Name of Father/Guardian 1 (Please print)		Date
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Signature of Father/Guardian 1		
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Witness Name (Please print)	Signature of Witness	Date
<hr/>		
Name of Mother/Guardian 2 (Please print)		Date
<hr/>		
Signature of Mother/Guardian 2		
<hr/>		
Witness Name (Please print)	Signature of Witness	Date
<hr/>		

Parish Schools Board serving the school communities of:



ST JOSEPH'S AND ST ANTHONY'S PARISH**2011 SCHOOL FEES**

The following fee structures apply for 2011:

	<u>Tuition Fee</u>	<u>Textbook & Resource</u>	<u>Computer Access Fee</u>	<u>Approximate Total Fees</u>	<u>Increase</u>
College	\$2,364	\$600	\$420	\$3,384	\$185
St James Primary	\$1,770	\$200	-	\$1,970	\$100
St Joseph's Primary	\$1,610	\$200	-	\$1,810	\$110
St Anthony's Primary	\$1,510	\$200	-	\$1,710	\$130

In addition, St James Primary School has a \$60 Parent Forum Levy per family.

The above fees do not include the cost of excursions, field trips and sport, these will be invoiced directly by the schools to each family on a user pay system.

The Parish has a family discounts structure which applies to the above tuition fees only and are based on 25% for the 2nd Child, 50% for the 3rd child, with the 4th and 5th paying only the Textbook and Resources and computer access fee.

Parish Schools Board serving the school communities of :

