

# ST JOSEPH'S & ST ANTHONY'S PARISH SCHOOLS BOARD

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

P.O. Box 219  
Cnr Frances and Thompson Streets  
Tweed Heads NSW 2485  
sfm@stjosephs.org.au  
Phone: 07 5536 3884 or 5536 7522  
Fax: 07 5536 4992

8 December 2010

## YEAR 2011 SCHOOL FEE PAYMENTS

The Parish Schools Board has completed the budgets for the 2011 school year which provide for a net expenditure of \$3,571,009 for the four schools. This is the cost of running the schools excluding teacher's salaries which are funded by the Federal and State Governments. The budget funds all ancillary staff, teaching resources and expenses, office and administration costs, insurances, provision of services, maintenance, loan and interest payments.

There has been a small increase in fees for the primary schools which reflect the increase in running costs as a result of the recent extensions at the schools. The structure of fees for 2011 along with the payment methods, terms and conditions are attached. The fees have been structured to provide a set fee for one child in either secondary or primary school, with a 25% discount for the second child, a 50% discount for the third child and full fee discount for the fourth and fifth children of the tuition fees.

The College fees will include a cost for textbook and material together with the computer access fee. The Primary schools will have a separate fee for Resource materials. We have been advised that these fees should meet with the governments Education Taxation Rebate Scheme however the Board strongly recommends that each family seeks independent financial advice prior to lodging their Tax Return.

2010 saw the introduction of a 1:1 laptop programme for all students attending St Joseph's College. 2011 invoices will reflect a full 12 months access cost for all students at \$420.00 for the year. This is the only increase to fees for the college in 2011.

The Board is mindful at all times of ensuring that the policy for collection of fees is in harmony with the Parish Mission Statement and philosophy of catholic schooling, without jeopardising the financial health of the schools and their ability to ensure outcome based teaching and learning practices of the highest standard.

The Board would remind all families that it is their responsibility to meet their school fee obligations as they fall due. In the event that a family is seeking an alternative payment arrangement, or seeking fee relief due to a genuine inability to meet the payment, these families are required to contact John Klein or Kim Lockley, Accounts Receivable Officer (07 5536 3884), prior to commencement of the school year.

Changes to our enrolment policy now require families to give one terms written notification of departure from the school. In the absence of such notification an amount equivalent to one term's fees will be payable.

Finally, on behalf of the Schools Board we wish all school families an enjoyable and safe holiday break, and a happy and Holy Christmas.

Yours Sincerely



Fr Michael Brady  
Parish Priest



John Klein  
Schools Finance Manager

St Joseph's & St Anthony's Parish Schools Board serving the school communities of:



# ST JOSEPH'S AND ST ANTHONY'S PARISH

## PROPOSED 2011 SCHOOL FEES

The following fee structures apply for 2011:

	<u>Tuition Fee</u>	<u>Textbook &amp; Resource</u>	<u>Computer Access Fee</u>	<u>Total Tuition Fee</u>	<u>Increase</u>
College	\$2,364	\$600	\$420	\$3,384	\$185
St James Primary	\$1,770	\$220	-	\$1,990	\$100
St Joseph's Primary	\$1,610	\$220	-	\$1,830	\$110
St Anthony's Primary	\$1,490	\$220	-	\$1,730	\$130

In addition, St James will charge a \$60 Forum Levy per family.

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

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

**Families will pay a maximum sum of \$1,000 relating to the computer access fee.**

## YEAR 2011 SCHOOL FEE PAYMENT TERMS AND CONDITIONS

Payment of school fees is subject to certain general requirements as detailed below. Parents are asked to select a method of payment at the **START OF THE SCHOOL YEAR** or at **TIME OF ENROLMENT** best suited to your circumstances, and then arrange to adhere to the program throughout the year. A program of fortnightly payments is particularly recommended as a means of linking fee servicing with regular income such as wages, Family Tax Benefits etc.

### **1. PAYMENT OPTIONS**

To enable the Board to effectively plan its income to service the Budget, please choose one of these options and advise the Parish Office of your choice.

**PER YEAR:** Invoice amount is payable 28 days from issue of invoice (5% Discount to apply)

**PER TERM:** 3 Payments, payable 28 days from issue of invoice, OR

**MONTHLY:** 12 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager

**FORTNIGHTLY:** 26 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager

**WEEKLY:** 52 continuous payments commencing the 1<sup>st</sup> week in January or at a date agreed with the Schools Finance Manager

***Families choosing to pay on a regular weekly, fortnightly or monthly basis are to ensure that 2010 fees are paid in full by the end of the this year***

---

St Joseph's & St Anthony's Parish Schools Board serving the school communities of:



## 2. PAYMENT METHODS

Families can select from the following methods to make school fee payments

- a. Direct Debits from your bank account or credit card (Visa, MasterCard only). Please complete attached authority or contact the Schools Finance Manager to make the necessary arrangements,
- b. By BillPay, (Biller Code & Account details are noted on the bottom of the invoice)
- c. Direct deposit book through the Commonwealth Bank. Please telephone the Schools Finance Manager to arrange for a specially encoded deposit book which has your unique Agent number to ensure that payments are recorded against the correct family account,
- d. Phone Banking/Internet Banking into the Parish Schools Board Account. Please telephone the Schools Finance Manager to make the necessary arrangements,
- e. At the Parish Schools Board Office, St Joseph's College Office, and St James Primary Office by EFTPOS, credit card, cheque, or cash.
- f. Periodical Payments: From your Bank, Building Society or Credit Union. Please telephone the Schools Finance Manager to make the necessary arrangements,
- g. Centrelink – contact the Schools Fees Manager to arrange deduction from current Centrelink payments.

**Please contact either the Schools Finance Manager or the School office to obtain forms for Direct Debits payments or deduction from Centrelink payments.**

**Please note that existing arrangements for BillPay, Periodical Payments and Internet Banking will need to be changed to the new system. Please complete attached form or contact Kim Lockley on 5536 3884 or 5536 7522 for account details.**

As per the Parish School Fee Collection Policy set down by the Board, families who genuinely feel they will have difficulty servicing the fee must discuss their needs at a personal interview with the Schools Accounts Receivable Clerk, Kim Lockley. **(For a personal and confidential appointment please contact Kim on 5536 3884 or 5536 7522).**

Families are required to contact the Schools Finance Manager prior to the commencement to the school year to discuss issues that may affect the timely payment of school fees.

In order to keep fee collection costs to a minimum, it is most important that your school fees are paid as agreed by you from one of the options listed above. If you are not in a position to pay as suggested please telephone the Schools Finance Manager or Accounts Receivable Clerk to arrange a payment program for the year.

***PLEASE NOTE:*** ***Please complete and return attached Payment Option form as soon as possible.***

***This will act as authority to amend any existing arrangements***



## 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 and any elective 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 terms written notification of 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 reduction 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 Letter of Acceptance 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.

---

St Joseph's & St Anthony's Parish Schools Board serving the school communities of:



# PAYMENT OPTIONS - 2011

I/We request to pay our school fees:

Frequency	Method
<input type="checkbox"/> In Full (Term 1)	<input type="checkbox"/> BPay/Internet
<input type="checkbox"/> Per Term	<input type="checkbox"/> Direct Debit
<input type="checkbox"/> Monthly	<input type="checkbox"/> Parish Office or School (Direct or phone)
<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Centrelink Deduction
<input type="checkbox"/> Weekly	<input type="checkbox"/> Bank Deposit Book
<input type="checkbox"/> Other – Specify	<input type="checkbox"/> Other – (specify)

FAMILY NAME: \_\_\_\_\_ CONTACT NO: \_\_\_\_\_

STUDENT NAMES/s: \_\_\_\_\_ FAMILY CODE: \_\_\_\_\_  
\_\_\_\_\_

## DIRECT DEBIT DETAILS:

ACCOUNT NAME: \_\_\_\_\_ BANK & BRANCH: \_\_\_\_\_  
ACCOUNT NO. \_\_\_\_\_ BSB: \_\_\_\_\_  
CARD NO. \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_ COMMENCING DATE \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(PLEASE RETURN TO SCHOOL OR PARISH OFFICE prior to 31/12/10)  
Fax (07 55364992) or email ([sfm@stjosephs.org.au](mailto:sfm@stjosephs.org.au)) will be accepted, otherwise post to:  
St Joseph's Parish Schools Board  
PO Box 219 Tweed Heads 2485

St Joseph's & St Anthony's Parish Schools Board serving the school communities of:

