

## **Fees & Levies**

Good Shepherd Catholic Primary School aims to provide a quality education for all students and, in order for this to be done effectively, fees and levies are charged.

The schedule of fees and levies contains four main elements:

- Tuition Fee
- Resource Levy
- Capital Levy
- P & F Levy

### **Tuition Fee**

Tuition fees are charged per student, and cover an amount remitted centrally, through the Archdiocesan Education Levy, which provides shared resources, including teaching staff, to all schools within the archdiocese. The tuition fees also pay for additional support staff not provided for by the archdiocese, general administration expenses such as insurances, cleaning costs and council charges and for the maintenance of school buildings, grounds and equipment.

*Discounts for tuition fees are given when more than one child from a family attends the School.*

### **Resource Levy**

Resource levies are charged per student, and cover a range of items including access to learning resources and technologies, such as HPE and classroom materials. They do not cover such activities as excursions.

### **Capital Levy**

The capital levy is used to service loans that the school has taken out to build classrooms and other facilities. This levy is not voluntary and, therefore, not tax deductible.

*Capital levies are charged per family.*

### **P & F Levy**

The Parents and Friends levy provides a guaranteed minimum source of income to Good Shepherd Catholic Primary School Parents and Friends Association in order to pay the P & F Federation Levy and to meet the P & F's commitments.

*The P & F levy is charged per family.*

### **Payment of Fees and Levies**

A statement of fees and levies is sent to each family by the end of the second week of each term. The statement will mention a due date by which payment should be made, usually the end of week five of that term.

A range of payment options are available including direct debit, credit card, EFTPOS, BPay, EFT and payment by cash or cheque.

Concessions are offered on Tuition Fees to families experiencing financial hardship. Concession Application forms are available at the school office. These should be completed and returned to the principal. The concession process is based on archdiocese guidelines.

Families who have difficulty paying their fees will be asked to make an appointment with the principal to discuss a repayment plan. *No Catholic child will be denied a Catholic education due to financial difficulty.*

### **Fees and Levies Refunds**

If a student leaves the school part-way through a term, a refund of Tuition Fees will be given. The refund will be calculated on a pro-rata basis (10% of one term's tuition fees for each full week remaining in the term) starting from the date one month after written notice of the student's departure is received by the school. All other fees and levies will be charged for the full term.

All outstanding fees and levies are required to be paid in full prior to the student leaving the school.

In some cases, students may be absent from the school for a whole term. In such situations, the family may apply in advance for a 50% reduction in Tuition Fees and Resource Levies for the term(s) absent.

All requests for refunds must be made in writing to the Principal.