

GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL SPRINGFIELD LAKES FEES AND LEVIES





SCHOOL FEE POLICY

Good Shepherd Catholic Primary School Springfield Lakes exists to be open and accessible to all families who seek the Christian values promoted by the school. Good Shepherds Catholic Primary School's strong Catholic identity is a defining feature of the school and as such all families must support and contribute to the Catholic ethos and Good Shepherd's Way of Being Community. Families of other faiths are welcomed into our school community.

Good Shepherd's Mercy Values

Good Shepherd is committed to ensure that our education and all areas in which our staff minister and our community aspire to, being mercy to others, are based on the Mercy Tradition which holds the following values:

- **Mercy:** We act compassionately and courageously, open to others and to their needs, nurturing hope and joy.
- **Hospitality:** we create a community where all feel welcome, through openness to people, ideas and challenges
- **Acceptance:** We embrace unconditionally the uniqueness and diversity of people, fostering quality and fairness in relationships.
- **Excellence:** We are committed to quality, continuous learning and improvement.
- **Dignity:** We treat all people with respect, accepting their right to spiritual, emotional and physical safety and care.
- **Empowerment:** We assist and advocate passionately for and with people, enabling them to make life enhancing choices and to gain control over life shaping decisions.
- **Integrity:** We act ethically, justly and honestly to all including an appreciation for ecology.



Jesus, The Good Shepherd, is a sign of the covenant between staff and the learners placed in our care. Together, we are called to lead the learners, to the love and knowledge of God's own Covenant, united with the "birth gifts" that we bring to Good Shepherd's community. Parents/Carers are welcomed to share their "birth gifts" and support the school through the payment of fees and levies.

Fees and Levies

Fees and Levies collected at Good Shepherd Catholic Primary School are used for the following purposes which are aligned to the Vision and Mission of the Good Shepherd Catholic Primary School:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as excursions
- Support the Good Shepherd Catholic Primary School building program
- Maintain buildings, grounds and other facilities

The Good Shepherd Catholic Primary School charges a "Parent and Community Levy" to support the initiatives of the parents and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal for further information concerning the concession application process.

School Fee and Levy Collection Process

1. School fees and levies are charged on a term basis during the first week of the term in accordance with the School Fees and Levies Schedule (available on our website).
2. Fees are due to be paid within 14 days of the issue of the Statement of Fees and Levies. The due date will be noted on the statement.
3. Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:
 - a. **Extension of Time**
If an extension is required, please contact the school finance office prior to the due date.
 - b. **Payment Plans**
Payment of the school fee and levy account by regular instalments. All payment plans must ensure that the account is cleared by the last day of the school year or as negotiated with the Principal.
 - c. **Fee Concessions**
In cases of financial hardship an application may be made for a fee concession.
 - (i) Concession applications are accepted at the commencement of each year or at any point imitated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12-month period will require a new application.
 - (ii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and Good Shepherd Catholic Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education school for assessing eligibility.
 - (iii) Concession application forms are available at the school finance office.
 - (iv) All matters are dealt with on a confidential basis.
4. **Recovery of Unpaid Fees**
In fairness to families who pay their school fees regularly and on time, school will follow up all overdue school fee accounts.
 - a. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements are not in place.
 - b. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent will be made via telephone, mail or email.
 - c. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account may be sent to the college Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the school.
 - d. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Agreed Payment Plans

As mentioned in point 3b above, our school offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans must be organised to include a regular schedule that will clear the school fees account by the last day of the school year. Any extensions to an Agreed Payment Plan must be negotiated with the Principal regarding concessions. To establish an Agreed Payment Plan, forms are available on the school website, Parent Portal or from the school finance office.

Late Start Enrolment

New students entering Good Shepherd Catholic Primary School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

Withdrawal of Enrolment

Fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student iPads and library books and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at Good Shepherd Catholic Primary School Springfield Lakes, the number of previous leave occurrences, and the existence of student waiting lists.

For further clarification regarding the above school fee and levy collection process, please contact the Good Shepherd Finance Secretary.

Date of Review	Reviewed by	Adjustments
2018	Judith Anne Seery	BCE's documentation and template
2019	Judith Anne Seery and Anita Gabbett	Relevant to Good Shepherd
2021	Judith Anne Seery and Anita Gabbett	As per the spirit of Good Shepherd's values.