

St Bonaventure's College

Flagstone



Fee Payment and Collection Policy

Fees and Levies collected at St Bonaventure's College are used for the following purposes which are aligned to the Vision and Mission of the College:

- Provision of teaching, administrative and classroom support
- Provision of essential resources, materials, and equipment
- Providing activities such as excursions and camps
- Supporting capital works programs and maintaining existing facilities

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

Expectations

- Fees and Levies are charged per term in accordance with the College Schedule of Fees and Levies (available on the Parent Portal).
- 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.
- Where a family believes financial circumstances have arisen that will prevent or delay the payment of the fee account, a variety of options are available:
 - i. Extension of time
 - ii. Payment Plans – Payment of the fees and levies 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 Fees Administrator.
 - iii. Fee Concessions – In case of financial hardship an application may be made for a fee concession.
 - a) Concession Applications are accepted at the commencement of each year or at any point initiated 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.
 - b) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St Bonaventure's College is used when reviewing applications. Eligibility is available based on a just and equitable formula reflecting financial hardship and is consistent within Brisbane Catholic Education.
 - c) Concession application forms are available at the College Finance Office.
 - d) All matters are dealt with on a confidential basis and in such a way that the dignity of each applicant is maintained.

Payment methods of fees

The College's preferred method of payment is via an instalment arrangement whereby the total annual school fees are settled by several payments spread over the period February to November. This can be 10 monthly instalments, 20 fortnightly instalments or 40 weekly instalments. The options are:

- Direct Debit – regular payment from a bank account.
- BPay – The Biller Code and Reference Number are noted on the Statement of Fees and Levies.
- Bpoint (Credit Card) – The link to this payment site can be found on the Parent Portal.

The College expects families to ensure that Fees and Levies are settled on a prompt and timely basis.

Recovery of unpaid fees

In fairness to families who pay their College fees and levies regularly and on time, our College will follow up all overdue fee accounts.

1. A reminder statement/notice/letter will be issued within 7 days to any family who has not settled their fee account by the due date, where a payment plan or other arrangements are not in place.
2. 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, SMS, email or mail. The objective of this contact will be to:
 - a. discuss the outstanding debt value
 - b. determine what assistance is required to assist the family to manage the debt
 - c. confirm a workable approach moving forward
3. If payment or a suitable response is not received within 14 days of the reminder, contact with the parent will be made via telephone.
4. If after 2 weeks from the telephone contact, satisfactory arrangements have not been reached, the matter will be referred to the Fees Administrator for further action. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College. Legal costs, and/or other costs incurred will be at the family's expense.

If there are no extenuating circumstances relating to unpaid College fees and levies, and an unwillingness by families to work in partnership with the College around their commitment to meeting obligations regarding fees, the Principal will discuss the impact of this for the ongoing enrolment of their children at the College.

Agreed payment plans

St Bonaventure's College provides families the opportunity of paying the fee accounts by regular instalments over the course of the year. All agreed payments 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 Fees Administrator. To establish an agreed payment plan, authority forms are available from the College.

Enrolment Application and Acceptance Fees

Enrolment applications at St Bonaventure's College attract a non-refundable fee of \$100. This is payable on-line as part of the enrolment application process prior to an application being considered.

Upon being offered a position at St Bonaventure's College, families will be required to pay a \$100 acceptance fee to secure the 'offered' enrolment position. This acceptance fee will be applied against the first term fee account for the enrolled student. Should the student not take up the position between acceptance and start date, this fee is non-refundable.

Withdrawal of enrolment

Fees will be payable on a pro-rata basis for the 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 textbooks, library books and laptops and all accessories are to be returned to the College. 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 and 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.

For further clarification regarding the above fee and levy collection process, please contact the College.