

SCHOOL FEE POLICY 2023

Dear Families

School fees are a vital component to St John Bosco School's commitment to provide a high quality education for all our children. School fees are reviewed annually by the School Board following guidelines from Catholic Education South Australia (CESA). Upon enrolment families accept the responsibility for the payment of fees in full by the end of November 2023. School fees are due to be finalised by Wednesday 30th November 2023.

School fees and other related charges (if applicable) are invoiced annually. Families will receive an updated statement early each term. School fees will be pro-rated for children, from the day they begin their schooling journey at St John Bosco School.

Application For Enrolment Fee: A non-refundable fee of \$50.00 is payable by families for each new child enrolling at St John Bosco School. This is payable when lodging the Application for Enrolment Form.

Enrolment Acceptance of Offer Fee: When an offer of enrolment is accepted a **non-refundable deposit** of \$200.00 per child is payable to secure your child's enrolment. This is credited toward your child's fee in the year they begin their schooling journey.

FEE STRUCTURE

St John Bosco School's Annual School Fees for 2023:

FULL FEE			LOWER INCOME FEE		
	Fee (Per Child)	Total		Fee (Per Child)	Total
1 st Child	\$2,300	\$2,300	1 st Child	\$1,380	\$1,380
2 nd Child	\$2,150	\$4,450	2 nd Child	\$1,230	\$2,610
3 rd Child	\$2,000	\$6,450	3 rd Child	\$1,080	\$3,690
4 th Child	Nil Charge	\$6,450	4 th Child	Nil Charge	\$3,690

*Low Income Fee is for families who qualify for the School Card Scheme

Additional costs to be confirmed and added into the statement:

- **Compulsory:** (curricular activities) Bi-annual Camp 2023, 2025, 2027 etc (for children in Year 3-6)
- **Optional:** (extra-curricular school activities):
 - Catholic Schools Music Festival Choir (Year 5/6 children only)
 - SACPPSA Sporting Carnivals – (Year 3-6 selected children)

INCOME BASED REMISSION CRITERIA

St John Bosco School offers fee reduction to qualifying low income families, by applying for the Department for Education's School Card scheme. Under this practice, if a family has been assessed as eligible for School Card by the Department for Education, they become eligible to receive Lower Income Fees outlined above. Please note a new application is required for all families each school year. Applications for 2023 can be submitted online electronically, or via a hardcopy form completed and handed to the School Office. More information about the School Card scheme such as income limits, and cut off dates for applications can be found on their website:

<http://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>.

FINANCIAL DIFFICULTIES

If your family does not qualify as low income under the School Card Scheme and your financial circumstances change, impacting your ability to meet the school fee commitment; it is your family's responsibility to meet with the Principal to discuss an alternative financial arrangement. Each financial arrangement typically lasts for a period of one year and is assessed on a case-by-case basis. Supporting evidence will be required to assist the Principal in determining a decision.

SCHOOL FEE STATEMENTS

School Fee Statements are sent out to families at the beginning of each term. The total amount of yearly school fees must be paid in full by 30th November 2023. It is expected families make regular payments throughout the year and refrain from leaving the full debt to the end of the year.

PAYMENT METHODS

St John Bosco School offers flexible payment methods and endeavors to have all families/caregivers on a regular payment plan schedule via Direct Debit. St John Bosco School promotes a school fee payment plan with regular payments.

2023 FEES CAN BE PAID USING THE FOLLOWING INSTALMENT PAYMENTS

Number of children	Full fee				Low income fee			
	Finalised by: 30/11/2023	Monthly, x10 Payments	Fortnightly x 20 Payments	Weekly x 40 Payments	Finalised by: 30/11/2023	Monthly, x 10 Payments	Fortnightly, x 20 Payments	Weekly, x 40 Payments
1 Child	\$ 2,300.00	\$ 230.00	\$ 115.00	\$ 57.50	\$ 1,380.00	\$138.00	\$69.00	\$34.50
2 Children	\$ 4,450.00	\$ 445.00	\$ 222.50	\$ 111.25	\$2,610.00	\$261.00	\$130.50	\$65.25
3 Children	\$ 6,450.00	\$ 645.00	\$ 322.50	\$ 161.25	\$3,690.00	\$369.00	\$184.50	\$92.25
4 Children	\$ 6,450.00	\$ 645.00	\$ 322.50	\$ 161.25	\$3,690.00	\$369.00	\$184.50	\$92.25

*Please note this schedule illustrates recommended installment amounts calculated on the basis that payment will start in March and is finalised by the **30th November 2023** and does not consider the additional costs, e.g.: camp.

There are a variety of payment methods available for families. Please complete the attached form indicating your preferred method of payment of school fees for 2023, via BPAY, cash, credit card QKR or CentrePay deduction.

All outstanding school fees at the end of the year are handed onto Catholic Education South Australia (CESA) Debt Collection Team for management. Extra charges will be applied to cover the cost associated with recovering the debt. This action is only taken if a prior arrangement has not been negotiated and fulfilled with the school Principal.

HOLIDAY ABSENTEEISM

School fees are required to be paid for holidays taken during a school term. For extended holidays, families should discuss fees with the Principal.

NOTICE OF SCHOOL WITHDRAWAL

Families of children attending St John Bosco School must provide one term's notice **in writing** of their intention to withdraw their child(ren) from the school. Where it is not adhered to, the school reserves the right to charge a full term's school fees.

In an exceptional case where a family may be unable to give one term's notice, the Principal, will make a final decision as to whether withdrawal fees will be payable. When the notice of withdrawal, is provided in a timely manner, the family is entitled for credit on the school fees only of unattended terms.

Payment Plan Agreement Form, School Fees 2023

School fees will be invoiced annually (at the beginning of the year) with statements being issued at least once per term. Payment plans are established and organised to ensure you meet your financial obligations to the school.

**All families must complete this form and return to the finance office by
Friday 02/12/2022**

Parent/Guardian Name: _____

Eldest Child's Name: _____ Year level in 2023: _____

The school offers various payment methods and frequencies to allow Parent / Guardians to pay their fees by methods most convenient to their budget.

Please indicate your preferred Payment Option below:

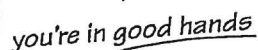
Payment Options	Direct debit from Bank account Please complete form attached	Direct debit from Credit Card Please complete form attached	BPAY – Biller Code 299396 or QKR Family to organise payment	EFTPOS Cash/cheque Payment made at school front office
Weekly x40 payments				
Fortnightly x20 payments				
Monthly x10 payments				
Termly T1 - Friday week 6 T2 - Friday week 3 T3 - Friday week 3				
Continue with my current plan if applicable				

To be negotiated – please contact the school office on 08 8249 4900 or via email
finance@sjb.catholic.edu.au

I/We acknowledge by the signature/s below that I/we am/are the enrolling parents/guardians and are jointly and individually responsible for payment of all fees and charges.

Signature _____
Parent/Guardian 1

Signature _____
Parent/Guardian 2



Request and Authority to debit the credit card account named below to pay St John Bosco School, Brooklyn Park SA

Request and Authority to debit the credit card account named below to pay St John Bosco School, Brooklyn Park SA							
Request and Authority to debit credit card account		Name _____ Address _____ Email _____ request and authorise (<u>name of school/college</u>) to debit my credit card account as detailed below to pay my (<u>child's school fees</u>). This authority remains in force until such time that I provide written instruction to amend or cancel this authority.					
Insert details of credit card account to be debited		Name of cardholder _____ Type of credit card Mastercard / VISA Account number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiry Date _ _ - _ _					
Debit Frequency		<input type="checkbox"/> The first debit may be made on ____ / ____ / ____ and at weekly / fortnightly / monthly / quarterly / half yearly / yearly intervals after that.					
Debit Amount		<input type="checkbox"/> The amount to be debited each time is \$ _ _ _ _ - _ _ _ (Amount in words) _____					
Debit End Date		<input type="checkbox"/> The debits are to continue: until further notice OR until / / .					
Insert your signature		Signature _____ Date ____ / ____ / ____ Child's Name _____					

FOR OFFICE USE ONLY:

New Agreement / Amendment of Existing Authority _____	
Family Code: _____	
Date Received: _____	Date Actioned: _____
Staff member (actioned by): _____	