**St John Bosco School**

**Fee Policy 2025**

**Purpose:**

The purpose of this policy is to articulate the position of St John Bosco School on school fees.

**Policy:**

Catholic schools in South Australia are funded in a way that requires the setting of school fees. School fees are a vital component to St John Bosco School’s commitment to provide a high quality education for all children. School fees are determined and managed in a manner that considers the context of St John Bosco School and the circumstances of families.

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. School fees are due to be finalised by 30th November 2025.

School fees and other related charges (if applicable) are invoiced annually. Families will receive an updated Fee 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.

**Underlying Principles:**

The following Principles underpin St John Bosco School’s Fee Policy. The principles are to be taken holistically in the interpretation and application of the policy.

* The application of fees in Catholic schools is to assist families, especially those at the margin, to access Catholic education in a compassionate and just manner in the context of St John Bosco School.
* School fees are set with due regard for the nature and needs of individual students within the school community.
* The management of fees is based on respectful relationships between parents/caregivers and schools.
* Parents/caregivers and schools share together a responsibility for the education of children at St John Bosco School.
* The management of fees and debt maintains the viability of Catholic schools; the payment of fees in a timely manner is essential to the viability of St John Bosco School.
* The processes for the management of fees and debt are explicit, clear and open to scrutiny.

**Enrolment Fees:**

Enrolment Application 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 Enrolment Application 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.

**Fee Schedule:**

St John Bosco School’s Annual School Fees for 2025:

**FULL FEE**

**LOWER INCOME FEE**

|  |  |  |
| --- | --- | --- |
|  | **Fee** **(Per Child)** | **Total**  |
| 1st Child | $2,300 | $2,300 |
| 2nd Child | $2,150 | $4,450 |
| 3rd Child | $2,000 | $6,450 |
| 4th Child  | Nil Charge | $6,450 |

|  |  |  |
| --- | --- | --- |
|  | **Fee** **(Per Child)** | **Total** |
| 1st Child  | $1,380 | $1,380 |
| 2nd Child  | $1,230 | $2,610 |
| 3rd Child  | $1,080 | $3,690 |
| 4th 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 2025, 2027, 2029 (for children in Year 3-6)
* **Optional:** (extra-curricular school activities):
	+ Catholic Schools Music Festival Choir (Year 5/6 children)
	+ SACPPSA Sporting Carnivals – (Year 3-6 selected children)
	+ Swimming

**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 School Card can be submitted online 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 are 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.

**Fee Statements:**

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. 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 endeavours 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.

**FEES CAN BE PAID USING THE FOLLOWING INSTALMENT PAYMENTS**

|  |  |  |
| --- | --- | --- |
| Number of children | Full Fee | Low Income Fee |
| Finalised by: **30/11/2025** | Monthly,x10 Payments | Fortnightlyx 20 Payments | Weekly x 40 Payments | Finalised by: **30/11/2025** | Monthly,x 10 Payments | Fortnightly,x 20 Payments | Weekly,x 40 Payments |
| 1  | $ 2,300.00 | $ 230.00 | $ 115.00 | $   57.50 | $ 1,380.00 | $138.00 | $69.00 | $34.50 |
| 2  | $ 4,450.00 | $ 445.00 | $ 222.50 | $ 111.25 | $2,610.00 | $261.00 | $130.50 | $65.25 |
| 3  | $ 6,450.00 | $ 645.00 | $ 322.50 | $ 161.25 | $3,690.00 | $369.00 | $184.50 | $92.25 |
| 4 | $ 6,450.00  | $ 645.00 | $ 322.50 | $ 161.25 | $3,690.00 | $369.00 | $184.50 | $92.25 |

*\*Please note this schedule illustrates recommended instalment amounts calculated on the basis that payment will start in March**and is finalised by the* ***30th November 2025*** *and does not consider the additional costs, e.g.: camp.*

There are a variety of payment methods available for families. Parents/caregivers are to complete the Payment Plan Agreement Form indicating their preferred method of payment of school fees.

All outstanding school fees at the end of the year are handed onto the 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 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.

A Leaving Clearance Form must be completed prior to the child/ren leaving the school.

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.

*Support Documents:*

Catholic Education South Australia (CESA) – Fee Policy

St John Bosco School Enrolment Application Form

St John Bosco School Payment Plan Agreement Form

St John Bosco School Leaving Clearance Form

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(Principal)*

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(School Board Representative)*

To be reviewed: November 2025