



St John Vianney's
PRIMARY SCHOOL

Fee Collection and Payment Policy

The fees and levies collected at St. John Vianney's Catholic Primary School are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

The Parents & Friends Association also collect a levy through our fee structure.

ISSUING OF ACCOUNTS

School fees are issued at the commencement of each month/term, usually in the first week. The statement will show the following:

- Single Child Fee or Family Fee – which is the tuition fee, charged to educate your child/children.
- P&F Levy – charged by the P&F Association to provide other benefits to the school, usually beautification projects.
- Levies – the costs vary depending on the activities chosen by your child/children.

Parents are asked to pay the account within 30 days from the date of issue. The due date is shown on the account.

METHODS OF PAYMENT

Payment may be made by cash, cheque or credit card. Eftpos facilities are also available.

PAYMENT DIFFICULTIES

Sometimes, for very good reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the Finance Secretary as soon as possible, preferably before the due date. We will then be in a position to offer some assistance such as of extending the time to pay or offering a payment by instalment option. In cases of extreme financial hardship, the School will consider granting a fee concession.

OVERDUE ACCOUNTS

It is easy to overlook an account in the rush of everyday life. If you are experiencing difficulty in paying your account, please contact the Financial Secretary as soon as possible. We may then be in a position to assist you.

On rare occasions people fail to pay their account, do not respond and do not contact the School to make alternate arrangements. In these instances the School is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the School's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.

FURTHER INFORMATION

Should you require further information, please feel free to contact Mrs. Donna Bond on 3396 6380 during school hours, Monday, Tuesday, Thursday and Friday.

WE TRUST THAT YOU WILL ENSURE THE PAYMENT OF YOUR ACCOUNT IS TREATED AS A MATTER OF URGENCY.

Geoff Sullivan
Principal