SCHOOL FEE POLICY

Fees and Levies collected at St John Vianney's Primary School are used for the following purposes which are aligned to the Vision and Mission of the St John Vianney's Primary School to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities, and equipment
- Assist with providing activities such as excursions
- Support the St John Vianney's Primary School building program
- Maintain buildings, grounds, and other facilities

St John Vianney's Primary School Parents and Friends Association also collects a levy through the St John Vianney's Primary 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 School Finance Secretary or 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 second 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 the beginning of each school term. Concessions will not be backdated to prior terms in the current year. The principal may override this limitation should special circumstances exist.

        (ii) 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.

        (iii) A compassionate and just approach under the mission and values of Brisbane Catholic Education and St John Vianney's Primary School is used when reviewing applications. The same process is adopted by all Brisbane Catholic Education schools for assessing eligibility.

(iv) Concession application forms are available at the school finance office.

(v) 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, St John Vianney's Primary School will follow up all overdue school fee accounts.

a. A reminder email 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 school's Debt Collection agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by St John Vianney's Primary 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, St John Vianney's Primary School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. All Agreed Payment Plans need to be established annually and 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.

Our school uses the FACTS Direct Debit platform for Payment Plans. Please contact the school Finance Office for information.

Late Start Enrolment

New students entering St John Vianney's 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 library books and iPad 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.

SCHOOL FEE POLICY

Extended Leave/Holding an enrolment place/Excursions and Camps

Fees will be payable for the whole term in which extended leave is taken. We are unable to offer discounts or refunds if children are away from pre-booked excursions, activities, and camps whether it is planned or due to illness.

For further clarification regarding the above school fee and levy collection process, please contact the St John Vianney's Primary School finance office.

Document Information

Version	10th November, 2026
Audience	Parents and Guardians
Policy Owner	Jaydem Hadson
Policy Manager	Susan Delaney
Policy Author	BCE
Effective Date	10th November, 2026
Last Review	N/A
Next Review	November 2027
Related Documents	Application for Enrolment Form School Website Online School fees letter 2027 School fee Schedule 2027 *2027 Fee Calculation Spreadsheet & Ready Reckoner Link– (this will be uploaded to the School Portal during November)*