



DIOCESE OF WOLLONGONG 2020 SCHOOL FEE INFORMATION FOR FAMILIES

St Joseph's Catholic Parish Primary School

Principal	Jen Charadia
Street Address	50 Park Road BULLI NSW 2517
Mailing Address	PO Box 305 WOONONA NSW2517
Telephone No	42 831111
School Email	info@sjbdow.catholic.edu.au
School Website	www.sjbdow.catholic.edu.au

Please note that the Diocesan School Fee Management Policy and Frequently Asked Questions documents are available on school websites and in hard copy at school offices.

OPTION OF PAYING BY INSTALMENTS

- School Fee Accounts are issued annually and are generally payable in full within 30 days.
- **Schools also offer the option of paying fees by regular instalment.**
- All families who wish to pay by instalment should complete a **Request to Pay by Instalment Form** and submit it to their school either in person or by emailing instalments@dow.catholic.edu.au
- The **Request to Pay by Instalment Form** provides advice regarding your preferred frequency and method of payment.
- Instalments are generated by the system and a schedule is issued by email with the amount of each payment and the date it is due together with your school fee statement at the beginning of each year.
- If you have children in more than one school in our Diocese the frequency of your instalment eg fortnightly, weekly, etc. will apply across all schools. We are unable to provide multiple instalment frequencies. **Please note: At this time, this applies to primary schools only and will extend to secondary schools in 2021.**
- The **Request to Pay by Instalment Form** replaces the old **School Fee Agreement Form**.
- Families who have previously completed a **School Fee Agreement** and have been making regular payments will automatically be placed on an instalment schedule without the necessity to complete the **Request to Pay by Instalment Form**.
- Any changes to your instalment schedule are requested using the **Request to Pay by Instalment Form** and submitted as above.

FEE CONCESSION APPLICATIONS

If your family will experience difficulty in payment of fees, an Application for Fee Concession must be made. Applications are available from the school's office. Applications are not considered without supporting evidence, generally require an interview with the Principal and any concession granted is reviewed annually.

LEAVING EARLY/COMMENCING LATE IN THE SCHOOL YEAR

Please refer to the Diocesan 'Diocesan School Fee Method of Calculation' if your child or children leave or commence school during the year and therefore does not attend for a full year. These guidelines give advice in relation to what fees will be charged or refunded.

DIOCESAN BASED FEES

As set out in the Diocesan School Fee Management Policy, fees are determined by the Catholic Education Office for children attending Catholic Schools from K-12. Sibling Discounts are applied according to this Policy which can be found on the Diocesan and individual school's websites

