



## DIOCESE OF WOLLONGONG 2024 SCHOOL FEE INFORMATION FOR FAMILIES

### St Joseph's Catholic Parish Primary School

Principal	Jen Charadia
Street Address	2 Rowan Street BULLI NSW 2516
Mailing Address	PO Box 305 WOONONA NSW 2517
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 invoiced 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](mailto:instalments@dow.catholic.edu.au)
- **These requests are available on the school's website or from the school's administration office.**
- Please note that families who have previously completed a **Request to Pay by Instalment** and have been making regular payments **will not need to submit a new request.**
- The **Request to Pay by Instalment Form** provides advice regarding your preferred frequency and method of payment.
- 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.
- **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.**
- 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, we encourage you to apply for **Fee Concession**. These 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.

