



## Franciscan Colleges Instrumental Program

### **Subject: Important Changes to Fee Payment Arrangements for Franciscan Colleges Instrumental Program (FCIP) for 2026**

12 January 2026

Dear Parents and Caregivers

The Franciscan Colleges Instrumental Program had well over 500 students enrolled across the three FCIP partner schools at the end of 2025 and we have strong enrolment applications for new students wanting to join FCIP in 2026. FCIP's popularity has now reached a point where we need to revisit some aspects of how we manage this program.

In particular, our FCIP Administration Officer currently needs to monitor and adjust over 400 separate family direct debit payment plans. Additionally, a small but increasing minority of families are allowing their direct debit plans to lapse or otherwise get behind in their fee payments. Administering direct debit plans and following up families who have fallen behind in their fees has become a large, time-consuming task for our FCIP administration team.

Accordingly, we are at a stage where we either need to recruit additional administration staff to support the program, which will add to the fees we charge to parents, or we need to look at different ways of doing things. We are therefore making the following changes in 2026 to keep FCIP as affordable as possible for parents.

*We also need to recognise the fact that participation in the FCIP is voluntary and that parents and caregivers are responsible for assisting the program to run smoothly by ensuring fees are paid on time. The large amount of time FCIP staff are currently spending on processing direct debit payments and following up overdue accounts is no longer sustainable.* Your support of the following changes which are being made in 2026 is much appreciated.

1. In 2026 we will begin billing FCIP fees by term. As explained later in this letter, we will require families to **pay each term's fees in full by the due date** which has been nominated for each term.
2. Moving forward, FCIP administration staff will be responsible for sending payment reminders to parents and answering parent enquiries. FCIP administration staff will also communicate with parents if there is a concern that a student's enrolment in FCIP may need to be suspended due to unpaid fees.

3. This change means that with a couple of exceptions that we are cancelling **all existing direct debit payment authorities for fee accounts**. The FCIP team will directly communicate with you by Friday 16 January if your direct debit authority is still active.
4. Moving forward, parents will have the flexibility of arranging their own future payments using the **BPAY** details found on your FCIP fee account. Most banks enable customers to set up automatic ongoing **BPAY** payments from your bank account and we strongly encourage families to do this with your FCIP fees. ***The only requirement from FCIP is that all term fees are paid by the published due dates***. Parents who are unable to make BPAY payments from their bank account should please contact [admin@fcip.qld.edu.au](mailto:admin@fcip.qld.edu.au) to discuss alternative payment options.
5. We anticipate launching a new FCIP Parent Portal during Term 2 2026 which will include a feature which allows parents to check on their current outstanding fee balance, check what payments have been made and to make “one off” payments using a BPoint payment facility. Until then, we will email parents a fee account statement at least once a month to ensure that parents are aware of their account balance.
6. Term 1 fee accounts for 2026 will be issued to families no later than 30 January 2026. We anticipate issuing fee accounts for each term from Term 2 onwards at least two weeks before the start of each term.
7. Fees must be **paid in full by the due date which is published for each term**. If fees are not paid it may become necessary to suspend your child’s FCIP enrolment until fees are caught up. This will be discussed on a case-by-case basis with parents by FCIP administration staff as needed before any further action is taken. Due dates for fee payments are:

Term 1 2026 Friday 20 February 2026  
Term 2 2026 Friday 24 April 2026  
Term 3 2026 Friday 26 June 2026  
Term 4 2026 Friday 18 September 2026

Parents who wish to start putting aside money now to pay their Term 1 fee account at the end of February may wish to refer to the table on the following page. This table provides an approximate guide to the amount of Term 1 fees which will be invoiced to parents for one student. It can also be used to estimate fees for multiple siblings.

Alternatively, parents are welcome to set up and commence their own recurring BPAY payment from your bank account using the BPAY account details on the bottom of the statement of account which you will receive by the end of this week. Parents can then adjust the amount of the deductions if needed when they receive their Term 1 fee account. If deductions paid to FCIP exceed the amount owing, any such credit balances will be carried forward to offset your fee account for the next term.

Approximate FCIP Fees for One Student for One Term					
	Tuition Fees	Hire Fees	Ensemble Levy	Equipment Maintenance Levy	Total for Term \$
<b>Primary Student - Group</b>	\$349	\$69	-	-	<b>\$418</b>
<b>Secondary Student - Group</b>	\$447	\$69	-	-	<b>\$516</b>
<b>Private Tuition (Guitar, Piano, Vocal, Percussion)</b>	\$420	\$69	\$35	\$15	<b>\$524</b>

If a student is not hiring an instrument, please deduct this amount from the total fee for the term. Again, please note that this table only provides examples of fees which may be charged and may be different to the actual fees charged on your Term 1 fee account. Families with three or more students enrolled in FCIP at the same time will receive a 10% discount on the tuition fee component for the third and any subsequent siblings.

8. Parents experiencing financial hardship should please contact [admin@fcip.qld.edu.au](mailto:admin@fcip.qld.edu.au) to discuss possible extensions to payment due dates. Please note that the FCIP is not able to offer reduced or concessional fees to families facing financial hardship.
9. Please note that FCIP employ music tutors to provide music lessons based on the number of students who are enrolled at the beginning of each school term. If fees are not paid by the Due Date, and if a student subsequently misses one or more lessons until fees are paid, no reduction will be made in the fees payable for the term because FCIP will already have committed to employing a person to provide tuition to that student.

#### **Need Help?**

If you have any questions regarding your fees or require further clarification on this new fee payment policy, please contact [admin@fcip.qld.edu.au](mailto:admin@fcip.qld.edu.au) .

The FCIP team thank you greatly for your support of this important change which will ensure that the FCIP program runs as efficiently and at the lowest cost possible for parents.

Kind regards

FCIP Administration