Dear Parents and Guardians

**St Thomas More Tuition 2025 Fees and Levies**

Please find the St Thomas More tuition fees and levies for the 2025 academic year

*Family Fees and Student Levies*

**The total charge per family is $2,370 made up of:**

Family Fee $2,205

Capital & Building Fee $65

Maintenance Levy $100

*Fee Discount - Maintenance $100 fee credit by attending a working bee during the year*

**The levies in the table below are charged per student.**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Curriculum Levy** | **Excursion Levy** | **Technology Levy** | **Swimming** | **Camp** | **Total Student Levies** |
| Prep | $550 | $70 | $60 | $105 | - | $785 |
| Year 1 | $550 | $70 | $60 | $105 | - | $785 |
| Year 2 | $550 | $70 | $60 | $105 | - | $785 |
| Year 3 | $550 | $70 | $60 | $105 | $270 | $1,055 |
| Year 4 | $550 | $70 | $60 | $105 | $270 | $1,055 |
| Year 5 | $550 | $70 | $60 | $105 | $425 | $1,210 |
| Year 6 | $550 | $70 | $60 | $105 | $425 | $1,210 |

For example:

1 Child – Year 1 Family Fees $2,370 + Student Levies $785 = $3,155

2 Children – Years 2 & 4 Family Fees $2,370 + Student Levies $785 and $1,055 = $4,210

*Fee Concessions and Remissions*

**Camp Schools Excursion Fund**

The Camp Sports and Excursion Fund (CSEF) is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF.

CSEF application forms are available from the office.

**MACS Concessional Fee Policy**

The following families are strongly encouraged to apply for concessional school fees if they meet the following eligibility criteria:

* Aboriginal or Torres Strait Islander heritage.
* Services Australia Health Care Card and eligible for CSEF.
* Department of Veterans’ Affairs Gold Card
* Department of Home Affairs ImmiCard (proof of identity card)
* Refugee, where the child has attended a school in Australia for less than five years.
* Required to transfer to St Michael’s School, North Melbourne, for treatment at the Royal Children’s Hospital
* Experiencing genuine financial hardship
* Homeschooled, but attending a MACS primary school part-time and meeting any of the above criteria.

MACS Concessional Fee Policy application forms are available from the office.

*Billing*

All families will have their school fees and student levies billed in February 2025 with a statement sent by the end of February.

In 2025, statements will be issued by the school monthly via email, if there is a balance on the school fees. Please ensure you provide us with an updated email address if changed.

*Payment Options*

Direct Debit, either by EFT and/or MasterCard or Visa is the preferred method of payment.

St Thomas More offers Direct Debit at various frequencies – weekly, fortnightly, monthly and quarterly to assist parents in paying their school fees.

St Thomas More also offers electronic funds transfer (EFT). You will find the school's bank account details on the statement.

If you would like to set up a periodic payment option, please return the completed forms to the office on or before 7 February 2025.

If you have any queries, please contact Tarnia Hiosan in the office on 9754 4444 or [office@smbelgrave.catholic.edu.au](mailto:office@smbelgrave.catholic.edu.au).

Declan McDermott

Principal

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| *https://ci3.googleusercontent.com/mail-sig/AIorK4wx3j7SCEKskyoWH0yI5z4KI6PMcbPLHBjRMxpXQsU0l7oqNLTkyqHZS1zE1oiSDSshkmo7OrFgPBL1*St Thomas More Primary School  Reynolds Lane, Belgrave Vic 3160  9754 4444  **Direct Debit Request (DDR)**  I/We request and authorise St Thomas More’s Primary School User ID: 381483 to arrange, through its own finaicial instituion, to debit funds from my/our nominated account at the financial Instrution shown below accroding to the details specified  Name(s) or Company Name: St Thomas More Primary School  ABN/ARBN: 66 793 194 166  Address: Reynolds Lane (PO Box 21) Belgrave Vic 3160  Telephone: 9754 4444  Email: [office@smbelgrave.catholic.edu.au](mailto:office@smbelgrave.catholic.edu.au)  **Please deduct money from my/our Financial Institution account:**  This debit will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial instution you nominate below and will be subject to the erms and conditions of the Direct Debit Request Service Agreement.  Account/Card Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Bank \_\_\_\_\_\_\_\_\_  BSB |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| Account |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|  **OR**  Credit Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry \_\_\_/\_\_\_  Please debit $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Weekly Fortnightly Monthly Termly  Commencing on \_\_\_/\_\_\_/\_\_\_ until \_\_\_/\_\_\_/\_\_\_ OR for \_\_\_\_\_ payments  Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To be signed by both parties for joint accounts. If signing for a Company, sign and print full name and capacity for signing eg Director | **Direct Debit Request (DDR) Service Agreement**  This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between St Thomas More Catholic School, ABN 66 793 194 166 (User ID 381483) and you. Direct Debit arrangements pertain to requests to deduct money from your financial institution account. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.  We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.  ***Drawing arrangements***   * The first drawing under this Direct Debit arrangement will occur on the nominated date. * We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request. * If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. * We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice to the address you have given us in the Direct Debit Request. * We will keep any information (Including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorlsed use, modification, reproduction or disclosure of that information. * We will only disclose information that we have about you to the extent specifically required by law; or for the purposes of this agreement (including disclosing information in connection with any query or claim).   ***Changes to the arrangement***  You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least fourteen (14) days notification by   * telephoning us on 9754 4444 during business hours; * writing to: PO Box 21, Belgrave 3160; or * arranging it through your own financial institution.   ***Enquires***  You may enquire at the School Office about anything relating to your Direct Debit arrangement.  ***Disputes***  You should check your account statement to verify that the amounts debited from your account are correct.  If you believe that there has been an error in debiting your account, you should notify us directly on 9754 4444 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.  If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.  If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.  It is your responsibility to ensure that:   * your nominated account can accept direct debits (your financial institution can confirm this); and * your account details which you have provided to us are correct by checking them against a recent account statement: and * that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.   If there are insufficient clear funds in your account to most a debit payment you may be charged a fee and/or interest by your financial institution. You may also incur fees or charges imposed or incurred by us; and you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment. |