



# ST. MARY'S SCHOOL

McLennan Street, Mooroopna. 3629.

Phone: (03) 5825 2858. Fax: (03) 5825 4026 P.O. Box 259, Mooroopna 3629

*“Let your light shine”*

Dear Parents,

## **RE: 2024 FEES AND LEVIES**

Please find 2024 fees and levies information attached. Every Fee Payer is required to fill in the **Fees & Levies Payment Intention Form 2024** and return to the school office.

2024 Prep families who have already completed and returned this form are exempt.

If you have an outstanding balance at the end of 2023 these will be added to your 2024 fees. All families with outstanding fees at the end of the year are required to discuss this with the Principal.

Our preferred method of school fees payment is via Direct Debit, please see forms and details attached. Other methods of payments available are:

- Lump Sum, Quarterly or regular payments
- Online Banking – Banking details included
- Centre Pay – Information and forms available at the school office
- Cheque
- Cash
- Eftpos

It is a policy of our school, that ‘All families are expected to pay School Fees’. If you have any concerns regarding your fees, please make an appointment with the school Principal.

Please note, if you choose to pay via Direct Debit/Credit Card, **a NEW AUTHORITY FORM is required for the 2024 year**. Please ensure that you complete this form and return to the school office **by Friday 8th December 2023** to ensure a smooth transition into 2024.

We ask families intending to pay by direct debit/credit card, to please use the School Fees & Levies table to calculate your annual fee. Once you have determined this amount, you will need to divide the annual figure by 20 for fortnight payments or 10 for monthly payments and include on the Direct Debit Request Form. **Please note** – credit card payments will be calculated x 20 fortnight or x 10 monthly payments.

**Example below**

	<b>Fees</b>	<b>Total</b>
<b>Family Fees</b>	\$1205 + \$50 + \$100	\$1355
<b>Grade 3 Student fees</b>	\$100 + \$305 + \$155 + \$385	\$945
	<b>Fee Total</b>	\$2300
<b>Direct Debit Fortnightly Figure</b>	\$2300 / 20 or	\$115.00
<b>Direct Debit Monthly Figure</b>	\$2300 / 10	\$230.00
<b>Direct Debit Quarterly Figure</b>	\$2300 / 4	\$575.00
<b>Credit Card Fortnightly Figure</b>	\$2300 / 20 or	\$115.00
<b>Credit Card Monthly Figure</b>	\$2300 / 10	\$230.00

Please feel free to call the office if you have any other questions.

Yours faithfully,

Naomi Egglestone  
Administration Officer.



# ST. MARY'S SCHOOL

## FEE LEVELS AND FEE COLLECTION POLICY

### BASIC BELIEFS

- All who seek a Catholic Education and support the ethos of St. Mary's will be welcome in our school.
- All families are expected to pay school fees.
- A family fee is a financial advantage to larger families.
- Families experiencing financial difficulty will be supported with fee assistance through the Camps, Excursion & Sports Fund.
- Families who do not seek fee relief, through appointment with the priest or the principal, will be contacted to pay fees.

### AIMS

- To be fair and equitable to all fee payers.
- To make fee levels reasonable for all families.
- To be compassionate towards those experiencing genuine financial difficulty.
- To provide means of payment which help families to budget e.g. direct debit and eftpos facilities.
- To structure fee levels to provide the budgeted money for facilities and resources to implement the school program.

### IMPLEMENTATION

- Parents are made aware of the payment options i.e. eftpos, direct debit, credit card, centrepay, direct credit, weekly/fortnightly/term payments.
- Fee invoices are sent once year and followed up with statements sent as reminders each term.
- All accounts have a message inviting families to contact the priest or the principal if payment presents a difficulty.
- Families who do not contact either the priest or the principal regarding fee relief, and who do not make part or whole payment, are phoned by the principal. Responses are recorded and further action may be taken if payment is still not made.
- All fee relief is treated confidentially.



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## ST MARY'S SCHOOL, MOOROOPNA

### School Fees & Levies 2024

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Dear Family,

Set out below is the school fee and levy structure for 2024. Please note that the School Board sometimes alter fees and that these figures are subject to change.

#### **Family Fees**

**School Fee** Per family \$1205

**Sandhurst Diocesan Land Fund** Per family: \$50

**Maintenance Levy** Per family \$100

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#### **Student Fees**

**Capital Levy** Per student \$100

**Prep to Year 6 Levy** Per student **\$305 (Payable by Friday 15th March 2024)**

*The levy covers classroom supplies and special programs.*

**Technology Levy** Per student

Grade 5/6: \$210.

Grade P – 4: \$155

**Excursions/Camp** Per Student

Grade 5 & 6 \$580 (\$480 Camp + \$100 Excursions)

Grade 3 & 4 \$385 (\$285 Camp + \$100 Excursions)

Grade P/1/2 \$160 (Excursions)

<b>Number of Children per Family</b>	<b>Annual Fee &amp; Levy Combined</b>	<b>Annual Fee &amp; Levy + Technology Levy + Camp/Excursion (as applicable to grade level)</b>
<b>One Child</b>	\$1,760	
<b>Two Children</b>	\$2,165	
<b>Three or more Children.</b>	\$2,165	

**Note: 3<sup>rd</sup> Child Discount:** Student Levy discount for 3 or more children.

Student levies do not apply when more than 2 children enrolled. E.g. Third child enrolled does not pay Prep-6 Levy or Capital Levy. This discount (\$405) will automatically be applied to your statement.



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## ST MARY'S SCHOOL, MOOROOPNA

### Fees & Levies Payment Options 2024

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#### **Direct Debit**

The school will offer a **fortnightly / monthly or quarterly Direct Debit facility**. We strongly recommend this option of payment.

If you have indicated "Yes" to using the **Direct Debit facility**, please fill in the attached **authority** indicating your preference of **fortnightly / monthly or quarterly payments**. Please calculate your amount by dividing your annual fees by 20 for fortnight / 10 for monthly or 4 for quarterly payments.

A confirmation letter & schedule will be sent to you indicating the Direct Debit amount and the date of 1st deduction.

#### **Credit Card**

**Fortnightly/Monthly Credit Card payment** deductions are available, however, these will only be processed during school terms & will be scheduled accordingly.

If this is your preferred option, please indicate on the attached forms and your preference for fortnightly/monthly deductions. Please calculate your amount by dividing your annual fees by 20 for fortnight & 10 for monthly payments.

#### **Centrepay**

The school is registered to receive fees via **Centrepay**. Information and application form can be found in your enrolment pack, fill in the relevant information and return directly to the School Office. Applications or changes can also be made via your MyGov account directly. Please contact the Office or Centrelink if you require further information.

#### **Direct Deposit**

Families are able to make direct deposits into St Mary's School Bank Account. If you choose to make payments using this method, please use the following banking details:

**St Mary's General Account** (National Australia Bank)

**BSB:** 083-543

**Acc:** 4578 12500

**Ref:** "Child/ren's name"

#### **Over The Counter**

Payments through the office can be made by **cash, cheque or EFT**. If making payments by cash, please ensure you present the correct money.

**Please complete and return the attached Direct Debit/Credit Card Request form included with this letter if this is your preferred method of payment.**