



St. Bernard's

Catholic Primary School, East Coburg

ST BERNARD'S PRIMARY SCHOOL FEE AND LEVY POLICY 2024

(reviewed annually)

FEE

School fees are set as a family fee.

Payment in Full: A discount is offered if fees are paid in full by the 1st April in the year they are due.
 Payment in Instalments: Fees are due within the first two weeks of Terms 1, 2 and 3.

LEVY

School levies are set as a student fee.

Payment: Levies are to be paid in Term 4 for the following year.

These levies are very important to upgrading and running the school curriculum and programs. They cover Books, Religious Education, LOTE, Language, Physical Education, Library, Music, Mathematics, Art, Science, Computers and Excursions. Not all items will be distributed at the beginning of the school year; they may be distributed throughout the year as required.

Items to be brought from home - 2 boxes of tissues and an art smock.

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|-------------------|-----------------------------|---|
| 2024 Fee: | \$1,875 (per family) | 1st instalment \$625 (term one) 2nd instalment \$625 (term two) 3rd instalment \$625 (term three) |
| | OR | |
| | \$1,775 (per family) | (\$100 discount) if total paid by the 4th April 2024 |
| 2024 Levy: | \$535 (student) | 1 student \$535 2 students \$1,070 3 students \$1,605 |

Fees and levies can be paid by cash, cheque or credit card at the office between the hours of 8:30am - 4:00pm or by using internet banking as follows:

NAB Account No: 483924506 BSB: 083 347 Reference: Family name

We are committed to ensuring that financial issues or constraints, will not exclude families from our school. Any family unable to pay the fees is required to make an appointment to see the Principal. Once a discussion has taken place and a course of action proposed, the appropriate forms will be completed. Once the paperwork is signed off by the Principal the arrangements as agreed will commence. Overdue or outstanding balances are followed up with letters and phone calls and a meeting will be organised to follow the above protocol. Outstanding accounts will be forwarded to our Debt Collection Agency and all costs will be passed on.

This fee policy follows the guidelines as recommended by Melbourne Archdiocese Catholic Schools (MACS).