

FEES AND LEVIES

The School Principal in consultation with the school accountant and Education Board determine school Fees. The School fees are reviewed annually. You will be notified toward the end of the year as to the fees and levy charges for the following year.

In 2023 our School Fee and Capital Fee is **lower than the average of similar Socio-economic Catholic Schools in Victoria.**

The whole school year account is issued in February and reminder accounts are sent out in Terms 2 & 3.

Fee Payment Timetable:

At the beginning of the year, the total school fee payable will be issued to all families. Fees can be paid in various ways:

Parents may pay the total amount for the year at the beginning of the year.

Parents can pay over three instalments 1st, 2nd and 3rd Term.

Parents can make regular payment arrangements fortnightly, monthly or quarterly (Direct Debit/ Credit Card) through the office.

The school fees comprise

- An Annual fee per family
- A Capital fee per family
- Educational Levy, Excursion Levies and Books and Stationery Levy are per student.

In 2023, charges are as follows:

Annual Fee per family	\$ 2310.00
Capital fee per family	\$ 415.00
Excursion Levy	\$ 60.00
Curriculum Levy	\$ 450.00
ICT Levy	\$ 105.00
Books and Stationery Levy – \$ charged per year level per child	\$ 70.00 Approximately
Water Safety (Prep-4)	\$ 180.00
Water Safety (Year 5&6)	\$ 55.00
Camp (Year 6) - 2 nights @ The Briars (per child)	\$ 420.00
Camp (Year 5) – 2 nights @ Sovereign Hill (per child)	\$ 420.00
Interschool Sport Yrs. 5 & 6	\$ 120.00
Interschool Sport Yr. 4	\$ 70.00
Sacramental Levy Yrs. 3, 4 and 6	\$ 20.00

Payment is through Cash, Cheque, Credit Card or EFTPOS.

Payment arrangements for direct debits can be made. (see the office for more information)

Payment via internet to NAB Account: BSB: 083 347 Acct: 696463950 St James School

These fees do not include expenses associated with some sporting events or other events or activities including school and parish fundraising events. See also Parish Stewardship.

St James School, Vermont, as a Catholic School, receives funding from both the Commonwealth and State Governments. However, this funding does not cover the total expenses of the school. Catholic schools are required to cover the shortfall between total expenses and income received through various fees and charges.

School and capital fees together with Commonwealth and State Government grants pay the operational costs of the school. These include such things as salaries, building, ground and equipment maintenance, insurances, capital expenditure, computer equipment, power and water rates, heating/cooling, phone and administration costs, loans etc.

Levies pay for student educational costs such as stationery needs, curriculum/resource materials, photocopying, library books, excursions and incursions, sacramental programs etc.

Fee/ Levy Payment Timetable:

A **Fee Commitment Form** is sent to all families in December, outlining the costs and procedures for the following year asking families to nominate their preferred method of payment. Relevant direct payment forms will be enclosed. This form should be returned to the school office. **New families will be emailed late December.**

At the beginning of February, an account for the total school fees and levies payable for the year will be issued to all families Fees and levies can be paid in three ways:

1. Parents may pay the total amount owing for the year at the beginning of the year. **A \$100 discount applies if all fees are paid by the end of February.**
2. Parents can pay over three instalments 1st, 2nd and 3rd Term. See instalment dates below
3. Parents can make regular payment arrangements quarterly, monthly or fortnightly (Direct Debit) and quarterly or monthly (Credit Card). All regular payments will take place between February and November.

Instalment dates:

- Last week of Term 1
- Last week of Term 2
- Last week of Term 3

Parents may choose to share/split the payment of fees. Please confirm in writing or via email should you wish to do so.

Any parent who is seeking **special consideration for fee relief on School fees** should make an **appointment with the Principal** early in the New Year.

If you are having difficulty in meeting payments or cannot pay them by the due date, do not delay in contacting the Principal to discuss arrangements. **It is our policy that no child will be excluded from school because of genuine financial difficulty.**

Payment is by cash, direct debit or credit card.

Camps Sports and Excursions Fund (CSEF)

Parents who hold a Health Care Card may apply for this Government subsidy.

Fee Collection Process

- Annual Statement of Account will be sent to families in February.
- Reminder Statement issued each Term.
- Follow up phone call if no response to letter received.
- Letter from principal sent to request explanation for late/non-payment.
- Meeting with the Principal/Business Manager if no response is received to letter or phone call.
- Consideration will then be given to forwarding the outstanding debt to Debt Collectors if previous steps have failed to elicit a satisfactory reason for non-payment

The Principal is always willing to discuss any issues relating to difficulties in paying fees. Communication with the Principal is vital.

Parish Stewardship or Parish Maintenance Levy

As a member of the Parish, (by rite of student enrolment at St. James) each family will have the opportunity to contribute to the Parish Stewardship Program, or pay a Parish Maintenance Levy. This contribution supports the many Parish programs and ongoing costs associated with the upkeep of our vibrant Parish including our school. Should parents choose to pay a Maintenance Levy this is invoiced by the Parish in May and October.