



ST JUDE'S PRIMARY SCHOOL

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SCHOOL FEE POLICY

Dear Families,

You have chosen a Catholic education for your child/ren at St Jude's Primary School. To allow us to continue to provide the high standard of education expected from parish schools, families accept responsibility to pay their fair share of school fees in a timely manner on enrolment.

Parents/Carers who are responsible for paying school fees will be liable for school fees up until the end of term. Should payment in full not be possible at the time of leaving, a prior arrangement for payment will need to be made with the Principal. If students are away from the school for extended periods (eg overseas holiday), full fees are payable for that time.

To ensure that a just and fair system exists for all families in the school community there is a Fee Collection Policy. This Fee Collection Policy is forwarded to all families with the first term fees statement. This is for information only and is not intended to offend.

The following outlines the Fee Collection process at St Jude's Primary School.

- School fees are sent home usually in week 2 of each term;
- Payment is requested by 4.00pm on Friday of week 5. Payment may be made by BPay, EFTPOS, Credit Card, Cash or Cheque;
- Families are invited to make an appointment to speak with the Principal if fees cannot be paid on time;
- If parents come to see the Principal, an arrangement may be made for payments by instalments. Parents may also apply for a fee concession. Applications for fee concession will go to the Community Council Finance Committee for consideration. It is important to note that all information is strictly confidential;
- If no payment is received, a letter will be sent on Monday of week 7 from the Principal requesting payment; once again parents are invited to contact the Principal;
- If no payment has still not been received a second letter will be sent on Monday of week 9 from the Principal requesting immediate payment;
- If the second letter is ignored, the matter may be referred to our Debt Collection Agency for recovery procedures; and
- If warranted, legal action commenced to recover outstanding fees. The Catholic Education Office is notified of all matters referred for legal action.

The Principal and the Community Council Finance Committee assess all matters relating to the non-payment of fees. All matters are dealt with in the strictest confidence.

Should anyone have any concerns about the Fee Collection Policy or their current fees, please contact the front office to arrange an appointment to discuss them with myself as soon as possible.

Yours sincerely

Peter Galvin
Principal
13 February 2012

Growth In Truth & Love