FEE COLLECTION and PAYMENT POLICY

The fees and levies collected by Our Lady of Lourdes School allow for the provision of a high quality education for our students.

SCHOOL FEES and LEVIES
- Assist with the payment of wages for teaching, administrative and ancillary staff.
- Provides essential resources, materials, facilities, activities, services and equipment.
- Provides for the maintenance of our buildings, grounds and other facilities.

ISSUING OF ACCOUNTS
School fees are issued through email at the commencement of each term, usually in the first few weeks of each term. An item will also be placed in the School Newsletter alerting parents and caregivers that School Fees have been emailed to the email address they have provided. The Statement will show the following:
- Tuition Fee
- Building Fund Levy
- Other Levies
- P&F Levy

Parents/Caregivers are requested to pay the School Fees account by the due date, which is shown on the account.

METHODS OF PAYMENT
Payment may be made by cash, cheque or Credit/Debit Card. For your added convenience, EFTPOS, BPAY and Direct Debit facilities are available and each account will include an authority to pay using either a Credit or Debit Card.

REMINDER NOTICES
An Account Rendered - Reminder Notice - is forwarded via post for accounts that are unpaid after the due date. Reminders will also be posted in the School Newsletter. Should accounts remain outstanding the School Fee Collection Officer will make contact to discuss the outstanding fees.

PAYMENT DIFFICULTIES
If a family is experiencing difficulties in paying their school fees account, please contact the School Fee Collection Officer as soon as possible, preferably before the due date, as it may be possible that some assistance, such as an extension of time or payment by instalments, may be available.

CONCESSIONS
In cases of financial hardship, the school will consider offering a concession on school fees. Concessions applications are completed at the commencement of each school year but families may apply during the year should financial hardship occur. Concessions on fees are not ongoing and applications must be re-submitted at the commencement of each new school year.

OVERDUE ACCOUNTS
Parents are strongly encouraged to contact the School Fee Collection Officer if they are experiencing difficulty in paying the school fees account. If school fees have not been paid by the end of the school year or an agreed payment plan is not in place, students may be excluded from continuing with their enrolment at the school.

PREFERENTIAL OPTION FOR THE POOR
The Church has always exercised a Preferential Option for the Poor and this is the case at Our Lady of Lourdes Catholic Primary School, Sunnybank. The policy of the school has been and will continue to be that no Catholic student will be excluded due to an inability of the family to pay school fees. Where difficulties arise in paying school fees families are asked to contact the School Fee Collection Officer.

Approved by School Board August 2014