



St Stephen's Catholic School

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Dear Parent/Guardian

The 2017 fees have been approved by the board and are summarised in the table below.

School Fees Billing Procedure

- Statements for fees are sent in the first week of the month for ten months of the year. Fees are due on the last working day February through to November.
- We offer several ways to pay your school fees.
 - Bpay: Biller Code – 47902, Ref: Your account number
 - Cheque or cash payable by you in person to the front office
 - EFT: BSB- 064786 Account Number – 517146001
 - Direct Debit
 - ***We do ask that you do not send school fees to school with your child.***
- If you wish to pay via **direct debit** please complete the direct debit form that was in last week's newsletter. Please note that direct debit forms do not automatically continue from year to year, therefore if you were paying via DD last year and would like to continue using this method, you will still need to complete a **NEW FORM**.
- Any arrangements to vary the terms of payment must be made with the Principal.
- Accounts that owe an excess of **\$500** will be dealt with in one or more of the following ways:
 - Letter from the Principal
 - Phone contact from the Principal
 - Interview with the Principal
- Where accounts still remain unpaid after contact has been made and no arrangements have been agreed to, the account will be placed in the hands of a debt collector.
- Once in the hands of the Debt Collecting Agency and fees are not settled following their process, the continued enrolment of your child at St Stephen's School will be reviewed.

Although the school fees are billed on a monthly basis, parents are most welcome to pay their fees in any form that suits their budget – fortnightly, monthly, term or annually in **advance**.

In 2015 for the first time, with the approval of our School Pastoral Board, we introduced an Excursion and Incursion Fee of \$90 per child. The fee was used to off-set costs specific to your child's class excursions and incursions. This proved to be very successful and will continue to be billed like this in 2016. It will be billed in February when the first accounts are sent home.

Our school fees for 2016 will be:

	Fees	Incursion and Excursion Fee	Building Levy	P & F Levy	Per term	TOTAL for YEAR
1 child	\$996	\$90	\$120	\$120	\$249.00	\$1,326
2 children	\$1,836	\$180	\$120	\$120	\$459.00	\$2,256
3 children	\$2,540	\$270	\$120	\$120	\$635.00	\$3050

Other than the above no other expenses will be added to the school accounts.

Scholastic Book Club, Sport nominations, uniforms and write 2 spell books are not able to be added to the statements. Therefore payment for these items need to be made directly to the school office or sent in a clearly marked envelope with your child.

Fees Concession

Families wishing to apply for concessional fees must make an appointment with the Principal to form an agreement. Parent/s or guardian/s requesting concessions must provide evidence of financial commitments. If concessions are required beyond the current year, new arrangements must be negotiated each school year. A concession will be granted at the Principals discretion.

Please do not hesitate to contact the Principal if you have any further questions or concerns.

Kindest regards,

Janine Butlin
Principal