

**Please read and retain this sheet for your information**

## PARISH SCHOOLS OFFICE

*Serving the Catholic Schools of Coffs Harbour and Sawtell*

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The Parish Schools Office is the administrative body acting on behalf of St John Paul College Coffs Harbour, St Augustine's Primary School Coffs Harbour, St Francis Xavier Primary School Woolgoolga and Mary Help of Christians Sawtell, to provide a centralised school fees billing system for the schools in Coffs Harbour and Sawtell parishes.

This centralised system provides various payment options outlined in the School Fees Contract and fee assistance, where appropriate, under the Fee Assistance Scheme (FAS).

### PARISH SCHOOLS OFFICE TERMS & CONDITIONS OF ENROLMENT

1. School fees will be billed to the nominated parent(s)/guardian(s) per School Fees Contract. One account only will be issued and must be paid in accordance with the selected payment options and due dates (see over), unless an alternate payment arrangement has been negotiated and confirmed in writing by the Parish Schools Office.
2. Continuation of an existing enrolment is subject to review by the Parish Schools Office and school principal(s).
3. There is no pause or refund of school fees during student absences (including extended holidays and student exchange programs). In cases of injury, extended illness or hospitalisation, parents may request special consideration for hardship by contacting the Parish Schools Office.
4. To terminate an enrolment, parent(s)/guardian(s) must give the school(s) **at least two (2) weeks written notice** (not including school holidays). If there is no such notification at the time of departure, fees will continue to accrue until two (2) weeks after notification is received, unless special circumstances apply. All resources must be returned or paid for and all sign out procedures at the school must be completed. Any outstanding school fees and/or elective fees become due and payable immediately.
5. Information provided on enrolment may be used by the Parish Schools Office in relation to the collection of school fees. For more information about our Privacy Policy, please contact the Parish Schools Office.
6. If payments are not made, or are in arrears and no alternative arrangement agreed, a reminder notice will be sent. Once this has occurred an administration fee of \$30 may be charged and the Parish Schools Office can insist that our Direct Debit Request (DDR) facility be used for the duration of the contract. Failure to respond may result in the matter being referred to a collection agency and continued enrolment being placed under consideration by the Parish Schools Office and school principal(s). Any costs incurred by legal action and/or a collection agency will be added to the outstanding account.
7. Ongoing application of any fee assistance is subject to periodic review with regard to financial circumstances and/or performance under this contract and any agreed variation.

#### School Fee Issues

Please contact the Parish Schools Office (located in the Curran Centre – contact details at top of page) to discuss any issues concerning school fees, to obtain a Fee Assistance Scheme (FAS) form, or to make a confidential appointment with one of our staff.

**Thank you for entrusting your child(ren) in our care**

## SCHEDULE OF STANDARD SCHOOL FEES FOR 2018 YEAR

❖ Pro rata fees apply to mid-term arrivals/departures

➤ Please adjust periodical payments in accordance with this schedule - Weekly, Fortnightly & Monthly payments must be finalised by 1<sup>st</sup> December 2018

➤ Direct Debit (DDR) deductions for 2018 will be set up in accordance with this schedule:

- *Weekly deductions* start 2/02/18 & finish 30/11/18
- *1<sup>st</sup> Fortnightly deductions* start 2/02/18 & finish 23/11/18
- *2<sup>nd</sup> Fortnightly deductions* start 9/02/18 & finish 30/11/18
- *Monthly deductions* start 1/02/18 & finish 1/12/18
- *3 Instalments & Lump Sum* as below

	Per Week (44 weeks)	Per Fortnight (22 fortnights)	Per Month (11 months)	Per 3 Instalments (1 <sup>st</sup> Mar, Jun, Sep)	Lump Sum (Due 1 <sup>st</sup> Mar)
<b>Secondary School</b>					
<b>St John Paul College (SJPC)</b>					
1 pupil	\$79.30	\$158.60	\$317.20	\$1,163.00	<b>\$3,489.00</b>
2 pupils	\$145.15	\$290.25	\$580.45	\$2,128.30	<b>\$6,384.90</b>
3 pupils	\$195.10	\$390.15	\$780.30	\$2,861.00	<b>\$8,583.00</b>
4 or more pupils	\$226.80	\$453.60	\$907.15	\$3,326.20	<b>\$9,978.60</b>
<b>Primary Schools</b>					
<b>St Augustine's (SAPS)</b>					
<b>St Francis Xavier (SFX)</b>					
<b>Mary Help of Christians (MHOC)</b>					
1 pupil	\$59.00	\$118.00	\$235.95	\$865.00	<b>\$2,595.00</b>
2 pupils	\$107.95	\$215.90	\$431.75	\$1,582.95	<b>\$4,748.85</b>
3 pupils	\$145.10	\$290.20	\$580.35	\$2,127.90	<b>\$6,383.70</b>
4 or more pupils	\$168.70	\$337.35	\$674.70	\$2,473.90	<b>\$7,421.70</b>
<b>BOTH Secondary &amp; Primary Schools</b>					
2 pupils (1 Sec. + 1 Primary)	\$128.25	\$256.50	\$513.00	\$1,880.95	<b>\$5,642.85</b>
3 pupils (1 Sec. + 2 Primary)	\$165.45	\$330.85	\$661.65	\$2,425.90	<b>\$7,277.70</b>
3 pupils (2 Sec. + 1 Primary)	\$182.30	\$364.55	\$729.10	\$2,673.25	<b>\$8,019.75</b>
4 or more pupils (1 Sec. + 3 or more Primary)	\$189.00	\$378.00	\$756.00	\$2,771.90	<b>\$8,315.70</b>
4 or more pupils (2 Sec. + 2 or more Primary)	\$205.90	\$411.75	\$823.45	\$3,019.25	<b>\$9,057.75</b>
4 or more pupils (3 Sec. + 1 or more Primary)	\$218.70	\$437.35	\$874.65	\$3,207.00	<b>\$9,621.00</b>

➤ School fees include a capital works and building component

➤ Sibling Discount: 17% for 2<sup>nd</sup> child, 37% for 3<sup>rd</sup> child, 60% for 4<sup>th</sup> child, 100% for 5<sup>th</sup> & subsequent children

## GENERAL INFORMATION

- ◆ School fees accounts are posted out in January and December. **Please retain for your reference.** The December mailing includes the fee schedule for the following year.
- ◆ Fees and discounts are reviewed annually in the light of operational costs, capital outlays and inflation.
- ◆ **Direct Debit Request (DDR) deductions are automatically adjusted annually in accordance with the Schedule of Standard School Fees.** This amount may include arrears if a payment has been dishonoured. There are **no bank charges** with our DDR system (unless a payment is dishonoured or declined, in which case, a bank fee of \$2.50 and administration fee of \$10.00 may be incurred).
- ◆ If circumstances prevent payment by due dates, **it is imperative to contact the Parish Schools Office to make a suitable arrangement before due dates.** (Refer to terms and conditions of enrolment.)
- ◆ Charges not relating to school fees, such as elective fees, school photos and representative sports will be billed by the school and should be paid **directly to the appropriate school.**