

Kindness, Honesty, Respect



St Bernadette's
Catholic Primary School

St. Bernadette's Catholic Primary School

Grand Ocean Boulevard, Port Kennedy, W.A., 6172
P.O. Box 8151 Warnbro WA 6169
Phone: 9593 4066 Fax: 9593 6596
Email: admin@stbernadettes.wa.edu.au

Principal: Mr Steve Gibbs

February 2017

Dear Parents

Please find enclosed your Annual Statement of Fees, a copy of the School's Fee Collection Policy, and an abbreviated Schedule of Fees which gives you an indication of the methods available to you, to pay off your fees.

For families who wish to pay off the whole amount immediately, there is a discount of 2.5% on the Tuition Fees, *but please note, this discount is only available on the Tuition Fees portion only, not the Amenities and other charges.* Please note also, that this does not apply to families who receive a Health Care Card or Pensioner discount.

For those families who wish to pay by 3 equal payments, the first payment is due by the 1st of March, the second payment is due on the 1st of June and the third payment is due on the 1st of September.

A Direct Debit Form, which allows you to make your fee payments by regular deductions from your bank account, is enclosed for your convenience. A new Direct Debit form needs to be completed for the 2017 year, even if you have a Direct Debit in place from 2016. (If you have already completed your new Direct Debit form, thank you!) Please find the "fee band" on the abbreviated Schedule of Fees which applies to you and then see the right hand column for the fortnightly amounts required. Of course weekly or monthly payments may be made – just use the fortnightly amounts as a guide to your payment calculation.

If you have a Year 6 student, then you need to add \$180.00 camp fee to the total of the fees shown in the TOTAL column relevant to your family.

Parents who hold a Health Care or Pension will need to complete a new HCC Tuition Fee Discount Form (enclosed) and will need to bring their card to the office. **Please Note that discounts will only be allowed from the Term the card is presented. No discount will be allowed for Term 1 if the Card is not presented until Term 2.**

We must hold a current Health Care Card for the whole year. If a current Health Care Card is not held by the school for the whole year then the discount will be reversed from the date of expiry of the card held by the school. If your card is renewed during the year, please ensure that your new card is presented at the office as soon as you receive it.

Thank you

Yours faithfully
KM McDonnell

Kirstine McDonnell
Finance Officer

St Bernadette's Catholic Primary School



- School Fees 2017 -

	Tuition	Amenities	P & F Levy	Curriculum Levy	Year 6 Camp(\$180)	Swimming Lessons	Building Levy	TOTAL	TOTAL with 2.5% tuition discount	18 Fortnightly payments (payable from 21/2 to 31/10)
3 Year Old Kindy	\$1,980.00	\$160.00						\$2,140.00		\$118.89
Kindergarten	\$1,198.92	\$325.00	\$60.00				\$239.78	\$1,823.70	\$1,793.73	\$101.32
Health Care Card	\$230.00	\$325.00	\$60.00				\$239.78	\$854.78	n/a	\$47.49
One child										
Pre Primary to Yr 6	\$1,198.92	\$370.00	\$60.00	\$40.00		\$85.00	\$239.78	\$1,993.70	\$1,963.73	\$110.76
Health Care Card	\$230.00	\$370.00	\$60.00	\$40.00		\$85.00	\$239.78	\$1,024.78	n/a	\$56.93
Two children										
Pre Primary to Yr 6	\$2,158.06	\$740.00	\$60.00	\$80.00		\$170.00	\$239.78	\$3,447.84	\$3,393.89	\$191.55
Health Care Card	\$460.00	\$740.00	\$60.00	\$80.00		\$170.00	\$239.78	\$1,749.78	n/a	\$97.21
Three children										
Pre Primary to Yr 6	\$2,877.41	\$1,110.00	\$60.00	\$120.00		\$255.00	\$239.78	\$4,662.19	\$4,590.25	\$259.01
Health Care Card	\$690.00	\$1,110.00	\$60.00	\$120.00		\$255.00	\$239.78	\$2,474.78	n/a	\$137.49
Four children										
Pre Primary to Yr 6	\$2,877.41	\$1,480.00	\$60.00	\$160.00		\$340.00	\$239.78	\$5,157.19	\$5,085.25	\$286.51
Health Care Card	\$690.00	\$1,480.00	\$60.00	\$160.00		\$340.00	\$239.78	\$2,969.78	n/a	\$164.99

NB. If you have a child in Year 6 please add the camp Fee of \$180 onto the relevant total calculated above.

Key Information re payment options:

School fees are billed once per year and will be mailed to the parent/guardian by the end of Week 2, Term 1.

Payment options are as follows:

Option A: Pay the *full* amount of school fees by March 1st and receive a 2.5% discount *off annual tuition fees only*. **(Not applicable to HCC Card Holders)**

Option B: Pay 1/3 of the full amount by three separate due dates:- 1st March; 1st June; 1st September. This payment may be done via cheque, cash, credit card, EFTPOS, BPay or direct debit. Reminder Statements will be send home with students during Week 1 of Terms 2 & 3.

Option C: Pay the full amount in regular instalments via Direct Debit between February and October. The instalments that are paid will need to pay off the full amount of fees no later than 31 October.

Please Note:

- * It is essential for Health Care Card holders to complete the necessary forms *immediately* to be eligible for the tuition fee discounts.
- * Health Care Card and Pension Cards must be current or fees will be adjusted - you must bring in new cards as they are received from Centrelink.
- * Receipts will be issued for full and 1/3 payments made at the point of payment.
- * Statements for direct debit payments will be issued three times over the billing cycle [February - October], or on request.

This information is subject to change at any time.



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FEE COLLECTION POLICY

The collection and setting of school fees for St Bernadette's Catholic Primary School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and amenities fees are all considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by three equal payments in March, June and September or by individual payment schedules by Direct Debit. All accounts are to be paid in full before the 31st October.

Recipients of a Family Health Care Card or [means-tested] Pension Card [held in the parent's name] are entitled to claim concession only on tuition fees. An appointment with the School Finance Officer is required each year a concession is requested. Discounts for a Term will not be allowed if the card is presented after the end of the Term and the discount will be adjusted if the card is not renewed during the year. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the Principal in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making. Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and Administrative staff.

Payment Options		Due by
Option A	Full Payment	1 st March
Option B	Three Instalments	1 st March, 1 st June, 1 st September
Option C	Payment Plan by Direct Debit	Please contact the school office should you wish to pay by this option. Payment Plans should be finalised by the 31 st October each year.

Procedure:

1. Annual School Fee accounts are emailed to the parent/guardian by the end of Week 2, Term 1.
2. A 2.5% early discount may be applied to annual tuition fees paid in full by the last working day in February. (The 2.5% discount does not apply to families receiving a Health Care Card or Pension Card discount).
3. For parents/guardians who choose to pay in three payments, a statement will be sent home during February, May and August for payment by 1st March, 1st June and 1st September.
4. 3 Year Old Kindergarten fees are invoiced for the year, but may be paid over 4 payments at the start of each term.
5. First Reminder School Fee Statement is sent home with the students at the end of Week 4.
6. Second Reminder School statement is sent home with students during Week 6 of each term with a letter requesting an appointment with the Principal. Follow up contact from the Principal if step 6 is not followed.
7. In order to ensure the re-enrolment of students, parents who do not complete the payment of their school fees in full by December 31st of any year, will be expected to complete a Direct Debit for payment of fees for subsequent years until the debt is cleared.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged [as per CECWA guidelines] and all additional costs will be charged to the parent/guardian.



HCC TUITION FEE DISCOUNT SCHEME

ST BERNADETTE'S CPS

PORT KENNEDY

PARENT/LEGAL GUARDIAN DETAILS *(Please complete in full – no abbreviations)*

SURNAME:	FIRST NAME:
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CENTRELINK CONCESSION CARD DETAILS

Family Health Care Card *(Family Card only not Child's Card)*

 Pensioner Concession Card

CARD NO (CRN) _____ DATE OF EXPIRY *(in full)* _____

DETAILS OF STUDENTS ATTENDING THIS SCHOOL

SURNAME	FIRST NAME	YEAR LEVEL

PARENT/GUARDIAN DECLARATION

I DECLARE THAT

- The card is in the name of the person responsible for fee payment.
- I have NOT CLAIMED nor do I intend to claim Aboriginal Secondary Grants Scheme –ABSTUDY.
- The above students are NOT in receipt of any Bursary/Scholarship MORE THAN \$1,000.
- I will notify the school if my concession card status changes during the year.

PARENT/GUARDIAN'S SIGNATURE

SCHOOL OFFICER MUST SIGHT AND COPY THE CLAIMANT'S CARD

I HAVE SIGHTED AND COPIED THE CLAIMANT'S CARD AND CONFIRM THE DETAILS ARE CORRECT

NAME OF SCHOOL OFFICER	SIGNATURE	POSITION HELD	DATE