



SCHOOL FEES CONCESSION POLICY

Values Statement:

We are a Catholic evangelising community who minister to the needs of all members of the St Eugene College community. We respect the individual needs and circumstances of all members of our community, their particular circumstances and their dignity. Equity requires that all contribute in some way to the functioning and financial stability of the college. Equity also requires that those who do contribute are not disadvantaged by their children not having the resources and events that are promised, due to non-payment by others. We acknowledge that the community requires a fair and equitable concession process and that all community members must participate in this process if they wish to apply for a concession.

Procedures:

1. A letter will be sent home to all parents prior to the start of the school year giving an explanation of what the school fees cover.
2. A concession process will be available if families request it, in accordance with BCEO fee concession procedures, if their circumstances require a concession for the calendar year. The Business Manager/Delegate will arrange an appointment with those parents who request an application for concession. All applications are means tested according to the BCEO guidelines. At this meeting this form will be signed by both parties after they have determined the amount and the period of payment. The concession will be granted for the period of one school year. School Fee accounts will then be sent to these families confirming the amount that has been determined through this process.
3. School Fee accounts are posted home to all families during the holiday period with due date being at end of the second week of each term.
4. Failure to honour this payment will see the following process undertaken:
 - a. A reminder account (Collection Letter 1) will be sent home two weeks after the due date each term.
 - b. A phone call from the Finance Department will follow if required.
 - c. A meeting with the Business Manager/Delegate to discuss payment options will take place.
 - d. If no payment or response is received, a letter (Collection Letter 2) from the Principal will ask for payment to be made or a payment arrangement to be made, or the enrolment may be in jeopardy.
 - e. The matter will then be put in the hands of the debt collector following Brisbane Catholic Education protocols. A student's enrolment may be discontinued if tuition fees and charges remain overdue or if the family refuses to participate in discussions around the concession process.

March 2016

Position statement on Excursion participation and associated payments:

St Eugene College regards excursions and incursions as important to the overall education program offered by the college, and participation by all students is expected. The cost of all camps and excursions (excluding overseas trips) are outlined in the handbook and fee schedule at the start of each year.

Camps and excursions are not discounted, and families who have been granted a fee concession have this amount taken into account when concessions are granted. Concessions are only ever granted on the school fee component, not levies or excursions/camps.

All Families are expected to keep the account in good standing with fee payments up to date (see: parent code of conduct). Families who are not in good standing with fees are expected to ensure that these are addressed prior to major excursions that place a significant financial demand of the college. Families whose concession allowances do not cover levies or camp costs are not encouraged to attend such trips, and this decision is at the discretion of the principal.

Overseas or interstate trips:

Occasionally students are invited to participate in interstate or overseas trips. Families who are behind on school fees or on concessions are not usually considered eligible for such trips. The logic being that if they are struggling to meet levy and discounted fee contributions, they would not be able to participate in an expensive overseas trip.

However, in special circumstances, where a family member outside of the immediate family offers to pay for the cost of the child's participation in such interstate overseas trip, the leadership team will be asked to make a ruling on the child's involvement.