



Holy Spirit School
NEW FARM

2024 Fees and Levies Schedule				
	1 Child	2 children	3 children	4 children
Tuition Fees	\$2,492	\$3,988	\$4,984	\$5,484
Capital Levy	\$680	\$680	\$680	\$680
Student Resources Levy	\$1,320	\$2,640	\$3,960	\$5,280
P&F Levy	\$155	\$155	\$155	\$155
Total	\$4,647	\$7,463	\$9,779	\$11,599

Additional Fees

Prep Resource Levy

The first year of school is an exciting time and our school invests additional time and resources in this formative year. To offset the additional costs incurred in the age-specific resources that are required, a one-off additional prep levy of \$250 is charged in Term 1.

School camps (Final cost to be confirmed)

- Year 5: \$500.00
- Year 6: \$2500.00 (can be paid over 2 – 3 terms)

Please note:

From time to time a student activity/event/excursion may arise which will incur an additional charge. Parents will be advised in advance of the details and costs.

Voluntary Donations

Building Fund

Holy Spirit School accepts donations to the Building Fund at any time. These donations are 100% tax deductible. We have a Wishing Tree plaque in the undercroft to recognise those donors who gift over \$150. Receipts will be issued each year.

Library Fund

A voluntary donation of \$20 is suggested at the base of each quarterly school fee statement. These funds are specifically used to maintain and improve and facilities in our school library. These donations are 100% tax deductible. Receipts will be issued each year.

Explanation of Fees and Levies

Tuition Fees

Tuition fees assist in covering the costs associated with the everyday operation of our school, such as wages, utilities, cleaning contracts, grounds maintenance, classroom furniture and general school equipment. Discounts are available for siblings and early payment.

Capital Levy	This levy is not tax deductible. It is a compulsory levy to assist our school fund its capital works expenditure including the financing of loans when required. It also covers the maintenance and upkeep of our school buildings and facilities. This levy is charged per family.
Student Resources	This covers the cost of technology resource purchases (laptops, iPads and smart-screens), technology maintenance, excursions, student activities, classroom resources, textbooks and readers, academic subscriptions, and our classroom consumables. This levy is charged per student.
P&F Levy	This levy ensures there is an equitable contribution of all families to the activities of the P&F in support of our school. This money, combined with the funds raised through P&F fundraising events helps finance the initiatives that aid development of facilities and resources around the school. The P&F can provide a report on their expenditure and programs to families if requested. This levy is charged per family.

Payment of Accounts

Accounts are issued quarterly at the beginning of each Term and emailed to parents. Payment is due **in full** by the date shown on the account, which is within 14 days of issue. Families choosing to pay the annual account in full by 29 February 2024 will receive a \$100.00 discount.

Families who are unable to meet their financial obligations by the due date are required to contact the Principal for a confidential discussion. School fees are charged in chronological order (ie the eldest child is the 1st child) and all siblings must be charged to the same account holders to be eligible for the 2nd, 3rd and 4th child discount.

Accepted payment methods include:

- EFTPOS – Debit and Credit Cards at the School Office
- Direct Debit from bank accounts or credit cards – form available on parent portal
- BPay
- Qkr – the app used for tuckshop etc
- Unfortunately, we are unable to accept cash payments for school fees

Stationery Lists

Stationery is provided in class for Prep – Year 2.

For Years 3 - 6 families are asked to provide stationery. Annual year level stationery lists are emailed to all families towards the end of each school year and parents are invited to place online orders or source list items personally. All stationery items should be brought to school labelled on the first day of each school year.

Any textbooks or software programs that are required will be provided by the school and are covered by our Student Resources Levy.

Confirmation of Enrolment Fee

A **non-refundable** fee of \$500.00 for new families will be charged when the enrolment of the student is confirmed. Upon commencement, \$300.00 will be credited on Term 1 Statement of Fees & Levies.

Confirmation of enrolment fees can be paid directly to the school office by credit or debit card (MasterCard / Visa only) or can be transferred via EFT directly to the school's bank account.

Concession Information

A fee concession is available for eligible families. This eligibility is available on the basis of a just and equitable formula reflecting financial hardship and is consistent with Brisbane Catholic Education guidelines.

An Application for Concession on Fees form can be obtained by contacting the School Finance Secretary. The granting of a fee concession is conditional on the family agreeing to the direct debit method of school fee payment. Fee concessions must be applied for annually.

Late Payment of Fees

In fairness to families who pay their school fees regularly and on time, Holy Spirit School will follow up all overdue school fee accounts. Where an Agreed Payment Plan is not in place, families with outstanding accounts on or after the due date stated on the notice will be contacted by email or telephone. If your financial circumstances have changed or you require additional time to pay your fees, we encourage you to please contact the Finance Secretary **in advance** so arrangements can be made.

On the rare occasions that families fail to respond to our requests for payment, or do not contact the school to make alternative arrangements, Holy Spirit School like all other Brisbane Catholic Education schools has the option of forwarding your account to a Debt Collection Agency. Please note that once your debt has been referred to an agency, additional charges may be incurred, and the matter passes out of our hands and all negotiations for payment must be made with the relevant debt agency.

Agreed Payment Plans

Families have the opportunity of paying their school fee account by regular instalments over the course of the year. An Agreed Payment Plan can be established at any time during the school year.

Late Start Enrolment

New students entering Holy Spirit School after the commencement of the term may be charged on a pro-rata basis for the remaining weeks of the term where appropriate at the Principal's discretion.

Withdrawal of Enrolment

Unless there are extenuating circumstances, fees will be payable for the whole term in which the enrolment is terminated. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Student text books, library books, laptops and all accessories are to be returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/Holding an Enrolment Place

Unless there are extenuating circumstances, fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the time the student has been at the school, the number of previous leave occurrences and the existence of student waiting lists.