



# QUEEN OF APOSTLES SCHOOL

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## SCHOOL FEES INFORMATION GUIDE

### Registering of Students

Please check our website to obtain an enrolment package. Once completed, the enrolment form must be returned to the school with a non-refundable application fee of \$25. Payment of application fee does not guarantee enrolment.

On acceptance of placement a deposit of \$300 is required. This will be credited to the fees on starting. If enrolment is cancelled prior to commencement this deposit will not be refunded.

### School Fees

School fees are charged annually and are subject to annual change as recommended by the Catholic Education Commission of WA.

#### Tuition Fee (per student)

The tuition fee covers the cost of maintenance, administration and salaries not covered by State and Commonwealth grants.

Family Sibling Discounts will apply to tuition fees for Kindergarten to Year 6:

- 2<sup>nd</sup> Student 20%
- 3<sup>rd</sup> Student 40%
- 4<sup>th</sup> Student 100% (no tuition fee payable)

#### Amenities (per student)

The Amenities fee covers photocopying, consumables, class resources, sports equipment, student testing, book list, student insurance, Sacramental program and other items which are supplied as part of the school curriculum.

#### Incursion & Excursion (per student)

A fee is charged per student to cover excursions and incursions (at school) and includes transport, guest speakers, sporting events, venue entrance fee, dance (PP – Yr 6) and swimming (Yr 1 – Yr 6). Please note that the Year 6 Camp is an additional fee.

#### IT Fee (per student)

The ICT Levy covers the ICT infrastructure of the School. The money is used to keep, lease, maintain and replace IT equipment when necessary.

### **Building Levy (per family)**

This levy is set by the Catholic Education Commission of WA to assist with the funding of new buildings and the debt servicing of existing buildings. This levy is applied to each family, with the kindergarten charge only applicable if the first child enrolled at the school is at this level. This levy is NOT tax deductible.

### **P&F Levy (per family)**

The P&F Levy is charged per family and is used to help provide funding for items, community events or projects which fall outside the standard Amenities Fee. The levy in previous years has been used to provide equipment in classrooms, resurfacing of the basketball courts, installation of Ninja playground and community get-togethers.

This is a voluntary contribution charged to all families. A credit can be applied if requested in writing to the Finance Officer.

### **Year Book (per family)**

Each family will be provided with a Yearbook in the following year. Posted copy will be sent to families that have left at the end of the previous year.

### **Pre- Kindy Program (3 Year Old Program)**

Currently charged at \$70 /day. The program is reliant on the prompt payment of fees to cover the expenses of the program as the program is not funded by any government grants.

Students will be charged for the year including sessions they do not attend through absence such as sickness or vacations.

This program is not eligible for the Health Care Card discount or Sibling discount.

## **Full Fee-Paying Overseas Student**

The school will not be eligible for school grants if families are on certain visas. As a result, besides the normal fees, an additional fee is charged to cover the missed grants used to help cover salaries at the school. Please check the Fee Schedule and contact reception to check if your visa is subject to this additional fee.

## **Fee Assistance**

### **Health Care Card Discount**

Parents holding a current valid Family Health Care or Family Pensioner Concession cards may be eligible for a discount on the tuition fee for Kindergarten to Year 6 students as per Catholic Education Commission policy. This discount does not apply to third party charges.

Application Forms are available from Reception and online. A current copy of your card is required with the completed form.

An email will be sent prior to expiration of your card asking for copy of your new card to be forwarded to the Finance Officer. To ensure that the discount is applied for the year, it is the parents' responsibility to provide the school with a copy each time the card is renewed.

If an updated copy is not forwarded to the school prior to expiry, the concession discount will be reversed pro-rata and a new fee statement issued.

### **Financial Difficulty**

Families that do not qualify for the HCC discount scheme but are experiencing financial difficulties may be eligible for assistance after meeting with the Principal. Please contact Reception to arrange an appointment with the Principal.

### **Withdrawal of Students**

Parents are required to give one term's notice in writing addressed to the Principal prior to the withdrawal of a student. Without such notice, the School reserves the right to charge a term's fee in lieu of the notice.

Families on extended leave will be charged the full fee, unless special allowance has been made by the Principal.

### **Non-Payment of School Fees**

Families are asked to inform the Finance Officer if fee payments are to be delayed. Parents that do not contact the school upon receiving a Third and Final Reminder may be contacted by a debt collection agency. Charges incurred by the agency will be added to the fees owing.

### **Payment of Accounts**

The School Fee Statement will be sent out at the beginning of the school year. Included with the statement is a Payment Option Form that needs to be completed and returned to the school by **ALL** families within 2 weeks of receiving the form.

The Payment Option Form details how school fees can be paid, the frequency of the repayments and the amount. There may be an adjustment to the last payment to ensure that a zero balance is achieved.

Payments can be made by Cash, EFTPOS, Credit Card (excludes American Express and Diners Club), BPAY or by Direct Debit.

***For further information please contact the Finance Officer, Caroline Hunneybun at the school.***