ST. BRENDAN’S SCHOOL
FEE POLICY

CONTEXT
St Brendan’s Catholic Primary School, located in the Brisbane suburb of Moorooka is an educational ministry of the Catholic Parish of St Brendan’s Moorooka, and forms part of the Brisbane Archdiocesan system of schools. The focus of our labours “to live in faith and love” is on the education of our children.

VALUES
Our school fee policy is based upon the principles of equity, justice, and pastoral care for the members of our community. School fees and levies play a pivotal role in meeting the school’s on-going financial commitments. These payments enable us to maintain the high standard of education and facilities expected of our school by the community.

STATEMENT OF POLICY
The School fees and levies charged to the parent body are reviewed annually by the School Principal to ensure that they are equitable for all families and are reflected in the facilities and services provided. It is a matter of justice that all families in our school community contribute to the financial commitments of the school.
FEE COLLECTION PROCESS

1. School Fee Account sent out with due date 4 weeks

2. Due date passes

3. Account resent with reminder sticker attached. Period of two weeks allowed for payment or contact.

4. First letter allowing 14 days to contact school or make payment

5. Second letter stating balance and allowing 7 days for payment

6. Third letter requesting payment in 7 days to avoid damage to credit rating

7. Fourth letter sent reminding of policy and the need to approach the Principal if in financial difficulty. Letter warns of the use of a collection agency if contact not made within 7 days

8. Account sent to collection agency chosen by the principal