

# St Peter's School

## Fee Collection and Payment Procedure

The Fees and Levies collected at St Peter's School are used for the following purposes, which are essential in providing a high quality of education for your child/children.

- Provide teaching, administrative and ground staff.
- Provide essential resources, materials, facilities and equipment.
- Maintain buildings, grounds and other facilities.

The St Peter's School Parents and Friends Association also collect a levy through our fee structure.

### Issuing of Accounts

School fees are issued at the commencement of each month. The statement will show the following:

- **Single Child Fees / Family Fees** – includes  
**BCE Special Futures Fund Levy** - \$20 per student
- **Capital Levy** - \$580 per family - This is a compulsory levy and is not tax deductible.
- **Grounds Facilities Levy** - \$60 per Family
- **General Purpose Levy** is comprised of the following levies:
  - Resources** - \$325 per student
  - Technology** - \$200 1st Student, \$120 2nd Student, \$110 3rd Student, \$100 4th Student
- **Parents & Friends Fundraising Levy** - \$30 per Family, combined with  
**Parents & Friends Federation Levy** - \$7 per student

**Years 4 & 5 Camps, Year 6 Canberra Trip, Competitions, Father/Son / Mother/Daughter Weekends are an additional cost and are not included in the School Fees Schedule. It is a curriculum expectation that year level camps are attended by students, other extra curriculum activities are at the parent's discretion. School fees take priority over extra curriculum expenses.**

Parents are asked to pay the account by the **Due Date** shown on the statement.

### Methods of Payment

- DIRECT DEBIT      The school's preferred method of payment is Direct Debit.
- DIRECT CREDIT    Credit Card, Mastercard or Visa
- BPay                Minimum Payments of \$50.00
- EFTPOS            Debit Card, Mastercard or Visa Credit Card
- Cash

### Reminder Notices

**A Reminder Notice is forwarded for accounts that are unpaid after the due date.** Should accounts continue to remain outstanding, a member of our Administration Team will make contact to discuss the outstanding fees.

### Payment Difficulties

Sometimes, for reasons that are usually out of our control, an account cannot be paid by the due date. If you are experiencing difficulties in paying your account, please contact the Bursar as soon as possible, preferably before the Due Date, to allow an extension of time or payments by instalments covering the arrears.

### Overdue Accounts

It is easy to overlook an account in the rush of everyday life. On rare occasions people fail to pay their account, do not respond to reminder notices and do not contact the School to make mutually satisfactory alternate arrangements. In these cases the School is forced to engage the services of a professional debt collection agency. Once accounts have been handed to the debt collection agency, **the matter effectively passes out of the School's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.**