



St Agatha's School Clayfield

2025 Fee Schedule

Per term: (4 terms per yr)	1 CHILD	2 CHILDREN	3 CHILDREN	4 CHILDREN
Tuition Fees - assist in covering the costs associated with the everyday operation of our school. The fees are charged in chronological order (1 st child being the eldest) and siblings to be charged to the same account holder to be eligible for 2 nd , 3 rd , 4 th child discount.	\$576	\$922	\$1152	\$1267
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 levy is charged per family.	\$59	\$59	\$59	\$59
Student Resource Levy – supports the provision of education programs, incursions/excursions and resourcing. This levy is charged per student.	\$348	\$696	\$1044	\$1392
Capital Levy - This levy is not tax deductible. It is a compulsory levy to assist our school fund the regular maintenance and upkeep of our school facilities. This levy is charged per family.	\$205	\$205	\$205	\$205
TOTAL per term	\$1188	\$1882	\$2460	\$2923
Plus: Per Annum Levy (Charged in Term 1)				
Prep Levy per child One off levy charged at start up per child.	\$275	This levy is charged instead of purchasing from a book list. Book lists are used from years 1-6. (see notes on page 2 for more details)		
Plus: Laptop program for Yrs 4/5/6				
Laptop program set up fee – Yr 4 plus any new students in yr 5/6 - one off fee charged at start up	\$50	This fee is an admin fee for the setting up and preparing of 1-1 laptops.		
Laptop Levy per child	\$125 per term	Supporting 1-1 laptop program for students in Years 4-6 with home use included in program		
Plus: Camp cost -Yrs 5/6 only				
Camp or Canberra cost	Yr 5/6 2025 Camp 13/10/25-15/10/25 – Cost TBC	Camp costs are additional to this schedule and will be charged to your fee account. School camps for seniors alternate each year between Sport & Rec Qld based camp and Canberra trip		
Building Fund Contributions Library Fund Contributions	Both funds are a donation only but are 100% tax deductible. Receipts for tax purposes are emailed at the end of financial year.			

Book Lists

Stationery is provided in class for Prep classes only.

For Years 1 - 6 families are asked to provide stationery. This is done through the "Book List" process. Annual year level book 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.

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 annually are to contact the finance office.

Families who are unable to meet their financial obligations by the due date are required to contact the Principal or Finance Officer 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 as per table.

Accepted payment methods include:

- EFTPOS – Debit and Credit Cards at the School Office
- Direct Transfers from bank accounts or credit cards – bank details on your fees account
- BPay – bpay reference number on your fees account
- BPOINT - credit card payments – link on the parent portal
- Qkr – this app is used for uniform shop only

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 by contacting the school finance office.

Late Payment of Fees

St Agatha's 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 office **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, St Agatha's 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.

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 office. The granting of a fee concession is conditional on the family agreeing to the method of school fee payment. Fee concessions must be applied for annually.

Application and Confirmation of Enrolment Fee

A \$60 **non-refundable** Application Fee (incl GST) per form applies when submitting an Enrolment Application.

A **non-refundable** Confirmation of Enrolment Fee of \$350 will be charged when the enrolment of the student is confirmed and accepted. Upon commencement, \$250 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 advised by the Enrolment Officer.

Late Start Enrolment

New students entering St Agatha's 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 closed. 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.