



Siena Catholic Primary School

150 Eleanor Drive, Lucas Vic 3350
PO Box 4213, Alfredton Vic 3350
Phone: 03 5334 3096
Email: admin@slucas.catholic.edu.au
Web: www.slucas.catholic.edu.au

7th November, 2018

SCHOOL FEES – 2019

Please complete the Fee Payment Plan attached indicating the regularity of instalments you would like to commit to and return it to school by **Thursday, 31st January, 2019**

Dear Families,

The School Fees for 2019 have now been set and ratified by the Building & Policy Reference Group.

Both State and Commonwealth Governments require us to collect fees in order to meet the shortfall in funding from these government bodies.

Our fees ensure we can meet the costs of running our school and resourcing it adequately. The fees are as follows:-

TUITION FEE	\$1,030 per family	Pays for the running costs of the school i.e. cleaning, utilities, maintenance and insurances.
CAPITAL FEE	\$330 per family	Assists in meeting loan repayments for building works and equipment purchases that we have to borrow money for.
STUDENT LEVY	\$263 per student	It is an expectation that this is paid by the end of Term 1 as this assists us in meeting the cost of essential supplies for the start of the school year, which have already been purchased. All money collected through this Levy directly provides for the students in the classroom.
TECH LEVY	\$77 per student	Years 3 to 6 only – lap top
Yrs 3/4 CAMP FEE	\$195 per student	Pays for transport, accommodation and any entry and activity fees
Yrs 5/6 CAMP FEE	\$475 per student	Pays for transport, accommodation and any entry and activity fees

***Eg: 1 child = \$1,623 / 2 children = \$1,886 / 3 children = \$2,149
(plus Tech Levy & relevant camp fees)***

Thank you for your cooperation in this matter.

Regards,

Jo Brewer,
Principal

FEE PAYMENT SCHEDULE - 2019

Facilities Available: BPay (preferred method), Cash or Cheque only (*NO EFTPOS*)

TYPE OF PAYMENT	FREQUENCY	DATE
<i>Parents/Debtors need to set up a regular payment from their bank account to have funds transferred to Siena School</i> BPAY (preferred method of payment) CREDIT CARD, CASH or CHEQUE	ANNUAL PAYMENT (ONE OFF)	Payment due by 28 th February
	FORTNIGHTLY (20 payments)	Payments Commencing by 1 st or 8 th February
	MONTHLY (10 payments)	Payments Commencing by 1st February
	QUARTERLY (4 payments)	Payments required within first 2 weeks of each Term

BANKING DETAILS		
BPAY	Bill Code: 211086	Ref: On your Fee Statement

Fee Collection Procedure

- **Reminder Letter:**
 - A reminder letter will be forwarded to all account holders that have not paid in full or who have not set a Payment Arrangement Plan in place by January 31st (Payment Plan is attached)
- **Overdue Letter 1:**
 - Overdue Letter 1 is a letter sent to all account holders who have not paid in full or who have not set a Payment Arrangement Plan in place within fourteen (14) days of the Reminder Invoice being sent.
- **Overdue Letter 2:**
 - Overdue Letter 2 is a letter sent to all account holders who have not responded to Overdue Letter 1. These account holders have not paid in full or have not set an Arrangement Plan in place within 14 days of Overdue Letter 1 being sent.
- **Registered Letter:**
 - Registered Letter is a letter sent to all account holders who have not responded to Overdue Letter 2. These account holders have not paid in full or have not set an Arrangement Plan in place within 14 days of Overdue Letter 2 being sent.
- **Legal Action:**
 - An account holders file will be referred for Legal Action if the account holder has not responded to the following:
 - Reminder Letter
 - Overdue Letter 1
 - Overdue Letter 2
 - Registered Letter

Once Legal Action has commenced, all costs incurred by the school will be passed on to the account holder

FEE COLLECTION TIMELINE

