

## ACCOUNTS

- Accounts are emailed out at the end of January from the Catholic Schools Office, Diocese of Broken Bay. For a detailed breakdown of your account please go to “Fee Information”
- As the preferred method for transmitting these accounts is via email, please ensure email addresses provided are current for the person responsible for fees.
- It is the duty and moral obligation of all parents to pay school fees.
- Families must complete a “**Family Registration Form**” at the end of each school year or on commencing at the school. This form enables you to provide detailed information to compile your account and to apply any allowable discounts. This form must be returned to the school office in November each year. No form No Discount!
- A discount on Tuition Fees for 2<sup>nd</sup> (20%) and 3<sup>rd</sup> (50%) child is applicable when all children attend schools within the Diocesan system (this includes St Edward’s Christian Brothers College). Fourth and subsequent children are free on Tuition Fees (note a School Education Fee must be paid for each child).
- The *building levy* is not paid here if you have an older child attending St Joseph’s or other Diocesan schools, but this does apply if you have a child at St Edward’s.
- The preferred payment method of payment is via Bpay on a monthly basis. Other arrangements available are Standard (3 instalments); Yearly; Fortnightly or Weekly and can also be paid at the school office with EFTPOS, Cash or Cheque.
- The School Education Fee is a combined fee covering cleaning and maintenance, technology, library costs, photocopying, books, craft materials, resources, excursions, athletics and swimming carnivals, utilities, but does not include overnight excursions, swimming lessons (K-Yr 2) or surf days (Yrs 3-6).
- Statements are emailed to each family at the end of each month.
- If sending ANY money or forms to the Office please provide in a sealed envelope or zip lock bag stating what is enclosed. Remember to include child’s name and class.

## **FINANCIAL HARDSHIP**

From time to time, most families find that the cost of living and bringing up their families stretches their income to the limit. Families who are experiencing genuine difficulty meeting their school accounts are asked to contact the Fees Liaison Unit at the Catholic Schools Office on 9847 0258