



POLICY: School Fees



1. School Fees at Our Lady of the Way

Our Lady of the Way, Petrie, aims to provide a quality education to all students. The Principal reviews and sets fees annually based on Brisbane Catholic Education guidelines and local requirements.

School fees are separated into the following components:

- School Fee
- Capital levy
- P&F Levy (OLW Connect)
- Consumables Levy
- IT Access Levy

Fees and levies collected at Our Lady of the Way are used to promote and achieve the mission and the vision of the School to:

- Provide teaching, administrative, classroom support and facilities
- Provide essential resources, materials, facilities and equipment
- Assist with providing activities such as incursions and excursions
- Support the School building program
- Maintain buildings, grounds and other facilities

Our Lady of the Way charges a "Parent and Friends Levy" (OLW Connect) to support the initiatives of the parents, carers and community within the school.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal and/or Finance Secretary for further information concerning the concession application process.

2. School Fees and Levies Collection Process

Tuition Fees and all Levies will be billed annually in February each year in accordance with the Fees and Levies Schedule.

School Fees are due to be paid in full within 14 days of the issue of the Statement of Fees and Levies, unless the family has established a payment plan.

Payment plans can be set up weekly, fortnightly, monthly or quarterly. All payment schedules must ensure that the account is cleared by the last day of the school year, or as negotiated with the Principal and/or Finance Secretary.

Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

(a) Extension of Time

If an extension is required, please contact the School Finance Office prior to the due date.

(b) Concession Application

In cases of financial hardship, a concession application may be completed and submitted to the Finance Secretary with supporting documentation for consideration. An appointment with the family is required upon initial application.

- (i) Concession applications are accepted at the commencement of each year or at any point initiated by the family upon commencement of hardship. Concessions are applied to the school fees account for a maximum period of 12 months within a calendar year. Consideration for a subsequent 12- month period will require a new application.
- (ii) A compassionate and just approach is taken, under the mission and values of Brisbane Catholic Education and Our Lady of the Way School when reviewing applications and are means tested in line with Federal Government Poverty Lines and valid for the current year only. The same process is adopted by all Brisbane Catholic Education schools and colleges for assessing eligibility.
- (iii) Concession application forms are available via email from the Finance Secretary. For successful applications, agreed payment plans must be paid through Centrepay.
- (iv) All matters are dealt with on a confidential basis.

3. Recovery of Unpaid Fees

Our Lady of the Way regularly follows up overdue school fees accounts. The School will make every effort to contact a family with an overdue account and negotiate a payment schedule that is in line with the family's current financial position. This includes contact by SMS, email and/or phone.

- A reminder statement/notice/letter will be issued to any family who has not settled their account. This does not apply to any family on a payment schedule or where a special arrangement has been negotiated with the Principal/Finance Secretary.

- If payment or a suitable response is not received within 14 days, contact with the parent(s) will be made via telephone, SMS or email by the Finance Secretary.
- If after two weeks from this second reminder satisfactory arrangements have not been reached, the account will be sent to the school's registered debt collection agency which will work with the family to address the debt. Payments are to be made to the collection agency in this case, until the account is up-to-date. The agency will forward payments monthly to the School, to be added to the fees account.
- In serious cases, where there is clear capacity to pay outstanding fees, and an arrangement cannot be made or is broken, legal options will be pursued by the School.
- Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

4. Late Start Term Enrolment

New students entering Our Lady of the Way School after the commencement of the term will be charged on a pro-rata basis for the remaining weeks of the term. An updated statement will be emailed.

5. Extended Leave/Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken.

If any fees remain outstanding, an arrangement must be made with the Principal and/or Finance Secretary to settle the account within four weeks of taking leave. Any fees accounts in credit will be refunded.

6. Withdrawal of Enrolment

Advice of a student's withdrawal must be made in writing. Please contact the School reception for an exit form.

Fees will be payable for the whole term in which the enrolment is terminated. 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, taking into consideration any personal mitigating factors.

Student textbooks, library books, and laptops and all accessories remain the property of the school and are to be returned to the school upon departure.

7. References

- School Fees and Concessions Policy and Procedure
- School Fees and Concessions Procedure
- Code of Conduct for Parents and Visitors
- Student, Parent and Guardian Complaints Management Policy and Procedure

8. Document Control

Policy title	School Fees
Approver	Principal
Delegation No.	
Date issued	30 January 2026
Version No.	2.1

9. Version History

Date reviewed	Version No.	Sections updated
25/11/2024	2.0	1. Fee components 2. School Fees and Levies Collection Process 7. Withdrawal of Enrolment
30/1/2026	2.1	1. Fee components