

2022 SCHOOL FEE INFORMATION

School fees for 2022 have now been invoiced and statements will be issued by the end of Week Two with annual or first instalment payment due on 28 February 2022. You may view school fees in the Compass Parent Portal.

We would also like to advise you of the following important information in relation to school fees and the rollout of new administrative systems. All primary, secondary and K-12 schools have now been transferred to the package which includes Compass and Technology One. This has provided the Catholic Education Office with the ability to perform centralised functions relating to school fee accounts on behalf of our schools.

WHAT CENTRALISATION OF FUNCTIONS MEANS FOR FAMILIES

The invoicing of school fees and the distribution of school fee statements each month, is now a function carried out by the Catholic Education Office. Payment of fees, whether as an annual payment or payment by instalments is due on the date/s provided on your school fee statement.

Please note that if an adjustment is made to your school fee account eg your child changes subjects in a secondary school, etc., we will email a new school fee statement. If you are paying by instalments, they may need to be regenerated and a change may occur in your payments. If this is the case, a new schedule of payments and due dates will appear on the last page of your statement.

REMINDERS FOR LATE PAYMENTS

In 2021, the issue of reminders for late payment via email was introduced and in 2022 the ability to send SMS messages will be added to the system. These reminders are automatically generated by the software based on the number of days a payment is overdue and are distributed by the Catholic Education Office. For those families that may have difficulty in paying their school fees, these reminders may cause some distress. This is not our intention. Our intention is to manage the collection of school fee accounts with new technology and in so doing, alleviate some of the administrative work of our schools.

SCHOOL FEE ACCOUNT ENQUIRIES

Please note, despite the centralisation of various functions, your school/s will always be your point of contact for matters pertaining to fees. If you wish to discuss your school fee account, please contact your school office. The role of the Catholic Education Office is to action centralised tasks on behalf of schools.

IF YOU WISH TO PAY BY INSTALMENTS

Many families have already elected to pay their school fees by instalments. If you wish to avail yourself of this option please complete a **Request to Pay by Instalment Form** which is available on your school's website or at your school's office. On completion of the request either email it to instalments@dow.catholic.edu.au or submit at your school's office. Following receipt of the request, instalments will be generated on your account and a schedule of payments and due dates will be provided on your next school fee statement. Please note it is only necessary to complete this form once during the period of child/children's enrolment, unless you wish to amend your payment frequency.

DIFFICULTY WITH PAYMENT

If you are experiencing financial difficulty, we encourage you to contact the school in which your child/children are enrolled to discuss an arrangement that will assist you meet your commitments. This may include the completion of a Diocesan Application for Fee Concession which is available from the administration office of each school. Be reassured that your situation will be treated with strict confidentiality and respect for your circumstances.

For those families that received a Fee Concession in 2021, you will receive an email prior to your annual review date attaching a further Application for Fee Concession. If you wish to submit the application, please do so at your child's school. Please note, if you have children in more than one school, it will only be necessary to submit one application.

For further information regarding school fees, please access the Diocesan School Fee Management Policy and Frequently Asked Questions which is available on your school's website.