



St Thomas Mores Fee Information 2025

School fees will be invoiced to the fee payers via 4 invoices, issued at the beginning of each term. These invoices will be due at the end of Week 8 of the Terms respectively. **Please note that school camps are not included in the fee and will be billed on occurrence.**

	One student	Two students	Three or more students
per year	\$2424.00	\$3749.00	\$4513.00
per term	\$606.00	\$937.25	\$1128.25
Breakdown of fee schedule			
Tuition fees	\$487.00	\$818.25	\$1009.25
Building fund (per family)	\$94.00	\$94.00	\$94.00
P&F levy (per family)	\$25.00	\$25.00	\$25.00

Additional levies and annual fee charges

	per term	per year
ICT levy general – per child (excludes year 4 & 5)	\$40.00	\$160.00
ICT one-to-one levy – per child (year 4 & 5 only)	\$95.85	\$383.40
Sports bus levy – per child (year 5 and 6 only)	\$35.00	\$140.00
Excursions & incursions – per child	\$30.00	\$120.00
Swimming Lessons – per child	\$28.00	\$112.00

Examples of what is included in the tuition fee	Examples of what is excluded in the tuition fee
- School sporting events (Swimming/athletics carnivals, gala days) - Catholic Schools Sports events - Internet access and IT support - Apps/subscriptions - All photocopying charges - Workbook for The Resilience Project	- Individual instrumental tuition (external Tutors) - Costs for representative teams and sports - Extra-curricular activities (eg. Chess Club) - Year 6 leadership shirts - Replacement senior badges - Warranty claims for IT devices - Lost/damaged library books - Student stationery, clothing, Tuckshop - School camps

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Payment options for school fees

Direct deposit

BSB: 064 786

Account Number: 100018341

Account Name: Toowoomba Diocese STM School

Branch: CBA Brisbane

*Please ensure you write the THO fee payer code as reference and what the money is for if possible.
Eg. TH0001 - SMITH - excursion*

Direct debit

Please complete a direct debit form which is available from the school office.

EFTPOS

Payment can be made via phone or in person.

Cash/ Cheque

Payment can be made at the office.

BPAY

See statement for details.

- The acceptance by parents/carers of a position at St Thomas Mores Primary School assumes the ability to pay fees in full by the due date.
- There is only ONE bill per family, and it is up to the fee payer/s to make sure that this bill is attended to in a timely manner.
- **We encourage all our families to complete the Direct Debit form and return to the office ASAP for processing.**

St Thomas Mores Primary School is part of the Toowoomba Catholic Schools Diocese. Our Catholic Schools receive minimal Government funding, so we are required to devise a school fee system that ensures we provide both the services and the resources necessary for the best possible education for your children. The fees are spent in the following ways:

- Resources: Classroom and Curriculum resources including and not exclusive to sporting equipment, library books, musical instruments, interactive whiteboards, laptops and iPad.
- Wages: Teachers, School Officers, Counsellor, Relief staff, Contractors and Groundsman.
- Purchasing, replacement and repairs of all school equipment - information technology, furniture.
- Photocopying and printing - coloured paper, maintenance and copy costs, school stationery.
- Electricity, insurance, postage, phone, rates, excess water and general cleaning and maintenance expenses.
- Maintenance of buildings, ground improvements and capital development.

APPLICATION FEE: St Thomas Mores Primary School does not charge an application fee. In order to register a student for enrolment, an Application for Enrolment form must be completed and submitted along with supporting documentation. An interview will be arranged by the school once this documentation has been received. After the interview the applicant will be informed if there is a position available.

ACCEPTANCE FEE: To confirm a position, once it has been offered, a non-refundable \$150 administration fee needs to be paid to the school and the signed Enrolment Contract needs to be returned to the office. (This fee will be credited against the school fees after the first full 12months of active enrolment.)

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School Fee Billing Process

SCHOOL FEE PROCEDURE – NEW SCHOOL TERM		
Step	School Admin	Parent/Carer
1	School Fee Account is issued to parent/carers by email. A Sentral Parent Portal notification will be sent to advise that this has happened.	Full fee payment is due by the due date indicated on the invoice. If paying by direct debit please ensure the amount of periodical payment covers the account in full.*1
2	Review outstanding accounts. Overdue reminder notices sent via email to parents/carers with outstanding debt or whose direct debit arrangements do not fully cover the fee.	Make full payment immediately or adjust direct debit arrangement to ensure outstanding debt is finalised by the end of the current school year.
3	Contact parent/carers by phone to set up a compulsory payment schedule immediately to ensure the outstanding debt is finalised by the end of the current school year.	Meet the compulsory payment schedule immediately or adjust direct debit arrangement to ensure outstanding debt is finalised by the end of the current school year.
4	The parent/carers will be contacted by phone, email and/or mail requesting a meeting with the principal to discuss the issue of the outstanding debt, at a mutually agreeable time.	Arrange a meeting with the principal to discuss the issue of the outstanding debt, at a mutually agreeable time.
5	Principal and parent/carers to discuss the issues surrounding outstanding debt and to determine payment conditions to ensure outstanding debt finalised by end of current school year.	Attend meeting with Principal, discuss issues surrounding outstanding debt and commit to payment conditions to ensure outstanding debt is finalised by end of current year.
6	Email and/or letter sent to parent/carers to advise that account may be placed into the hand of a debt collection agency*2 if no payment made immediately to finalise account.	Respond with full payment within 7 days of date of debt collection letter.
7	If there is no response within 7 days, contact debt collection agency. Send letter to parent/carers advising date the account will be placed into the hands of the debt collection agency.*2	No further contact to be made with the school regarding the outstanding account. All negotiations for payment must now be made with the debt collection agency.*2

*1 Where a parent/carers finds themselves in financial difficulty due to changed financial circumstances, an Application for Fee Concession can be made, please contact the school office for further information.
Where an outstanding debt is referred to the school's debt collection agency, an agency fee will be immediately charged to the family fee account. All legal expenses and costs incurred by the school that are associated with the collection of the outstanding debt will be charged to the family fee account.

*2 Where an outstanding debt is referred to the school's debt collection agency, an agency fee will be immediately charged to the family fee account. All legal expenses and costs incurred by the school that are associated with the collection of the outstanding debt will be charged to the family fee account.



- In fairness to families who pay their school fees regularly and on time, our school will follow up all overdue accounts.
- An account of full fees and levies will be issued by the school at the beginning of the year. School fees are due for payment at the end of Week 8 in Terms 1, 2, 3 and 4 respectively.
- A reminder statement will be emailed to any family with an outstanding account past the due date of the relevant term account. It is the responsibility of the fee payer to advise the school if they have not received emails for their fees.
- Should any arrangements to vary the conditions for payment need to be made please contact the school office so this can be organised.
- Parents/carers with accounts outstanding at the end of Term will be contacted by the Finance Officer, Principal, or their representatives.
- Should the account remain outstanding, the school will contact the parent/carer to organise a meeting with the principal, at a mutually agreeable time. The meeting will include a discussion of the issues surrounding fee payment and to reach an agreement on payment conditions.
- If the parent/carer does not communicate with the school office or the principal about the outstanding account, the principal will decide the necessary action, which may include referral to a debt recovery agency.

Late Start Enrolment

New students entering St Thomas Mores Primary School after the commencement of the school year will have an initial adjusted account to reflect the payments required to cover the remaining school year which is invoiced over 4 terms.

Transferring/leaving students

We appreciate that changing family circumstances will sometimes require that a student transfer to another school.

- Notice of intention for transfer or termination once a student has commenced must be given in writing to the Principal of St Thomas Mores School with the date of student's final attendance.
- Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the principal determines that fair notice is given or that fair notice was impractical.
- Payment of fees should be finalised before the student's final attendance date.
- Families who leave the school with an outstanding account will be subject to our payment recovery procedures.

Non-Payment of Fees

On rare occasions, parents/carers fail to pay their account, do not respond to reminder notices, and do not contact the school to make alternative arrangements. In these instances, the school is reluctantly forced to consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.

- The matter then effectively passes out of the school's control and all negotiations for payment must then be made with the debt collection agency.
- Any fees incurred by the school in collecting outstanding fees (including fees for dishonoured cheques or debt collection services) will be passed on to the parent/carer school fee account.



Fee Concessions

We are aware that, from time to time, some families find themselves in financial difficulty. In cases of financial hardship, parents are advised to contact the school to discuss their school fees commitment.

- Parents/carers wishing to apply for a concession should apply to the Finance Officer for a Fee Concession Application.
- Parents/carers requesting concessions must provide evidence of net income (including Centrelink and Child Support payments) and housing costs. Pay slips and Centrelink statements are acceptable evidence of income, and rental receipts or bank statements and rate notices as evidence of housing costs.
- Once a Fee Concession Application and all supporting documentation have been received by the Finance Officer an interview for the parents/carers will be organised. At this interview, the parent/carer may present other information and evidence that helps to explain their financial status and their ability to meet their commitment to the payment of fees.
- The application and interview process are aimed at determining a just and equitable fee that is within the parent's/carer's ability to pay.
- The outcome of the application and interview process will be confirmed in writing to the parent/carer.
- Once a fee concession is granted, it is essential that this commitment is honoured by the parent/carer in full and on time. If family circumstances change, the school must be informed, and new arrangements agreed to.
- For non-payment of concessional fees, the school will consider engaging the services of the school's professional debt collection agency and may involve the instigation of legal action.
- Concession applications are accepted at the commencement of each year or at any point initiated by the family. Concessions are issued for a maximum period of 12 months within a calendar year. Consequently, a new Fee Concession Application will be required for each new year.

Refund Policy

We are aware that, from time to time, some families find themselves in financial difficulty. In cases of financial hardship, parents are advised to contact the school to discuss their school fees commitment

