Dear Parents/Caregivers

Each year we have a few questions from families regarding their fee statements. Should you have any queries, please take a few minutes to refer to the frequently asked questions and answers below. If your query is not answered from the below information please feel free to call or come in and talk to Kylie Taylor our finance officer available at the front office Monday to Thursday between 8:30-9:15am and 2:30-4:00pm. Alternatively you can email finance@galilee.catholic.edu.au or call the Galilee office to make an appointment outside these times.

Q. My income is under $65,000 why haven’t my fees been adjusted?
A. Have you provided the school with your income details? Once you have provided income details adjustments will be done. If you have submitted income details please contact the finance officer as per the above details.

Q. I applied for school card, why haven’t my fees been adjusted?
A. School card approvals are yet to come back from DECD once they have been received towards the end of March your fees will be adjusted and a new statement will be sent out.

Q. What is School Card?
A. The State Government offers assistance for low income families via the School Card Assistance Scheme. It is important that parents/carers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department of Education and Children Services) that apply each term, and need to be complied with in order to receive funds for each eligible child. Being eligible for school card immediately puts you into income level A (School Card Eligible).

Enquire about school card at the front office. Please be advised that 2016 forms are now available.

Q. What can I use to provide my family income?
A. Proof of combined family income can be provided with one of the following documents;

- Centrelink income statement
- Documentation from Centrelink showing assessable income for Family Tax Benefit purposes
- 2014/2015 financial year Notice Of Assessment issued by the Australian Taxation Office
- Last 4 consecutive payslips

Q. We are a separated family can we have split accounts?
A. Currently we are not able to offer split accounts to families. This is a policy of the Catholic Education Office. We are legally bound to show both enrolling parents’ names on all fee related correspondence.

When both parents wish to pay their share direct to Galilee we can arrange split payment plans.

Q. What are the Composite fees on my statement?
A. The composite fee is a compulsory charge on a per student basis, and covers the following items:

- Consumables that are used by your child in class e.g. extra books, pens, pencils, glue, scissors, erasers, rulers, etc.
- Various levies that we are charged for copyright etc.
- Computer expenses associated with the running and maintenance of the many laptops and computers that are available for your child’s use
- Excursions
- Insurance and ambulance cover

These are just a few things that this levy covers.
Q. Why haven’t we been billed the education capital levy as stated in the 2016 fees booklet?
A. Catholic Education has recently removed this levy.

Q. What is the Building Levy?
A. The building levy is compulsory and goes towards any building projects.

Q. How much notice do I need to give if we are leaving the school? Will I be charged an exit fee?
A. Galilee requires one (1) full terms notice for leaving student/s.
   - When appropriate notice is given we will adjust your tuition fees accordingly; the composite levy and building levy are not adjusted if you leave before the end of the school year.
   - When appropriate notice is NOT given there will be 1 terms tuition charged per student.

Q. What if my family is experiencing financial hardship?
A. The Galilee fee structure includes a range of fee concessions, including:
   - Family concessions (more than one student enrolled)
   - Fee concessions for families on low incomes
   - Fee concessions for families on school card

   Should your family be experiencing financial difficulty it is imperative that you make a time with the finance officer or principal as soon as possible. You can speak with the finance officer to discuss options available to you and arrange a payment plan.

   *Remember we can only help you if we know you are having difficulty!*

Q. What if I have a balance due from 2015 fees?
A. Please finalise this amount as soon as possible or arrange to have this amount added to your payment plan for 2016.

Q. Throughout the year my child partakes in extracurricular activities e.g. soccer, handball, swimming, Aeroskools etc does our payment plan include these extra charges?
A. No any additional invoices you receive during the school year must be paid for separately from your school fees payment plan.

Q. When are our school fees due?
A. School fees are due by **31st March 2016**, unless you have a payment plan in place.

Q. Is there any discount for paying our school fees in full by 31st March 2016?
A. YES! Fees paid as a lump sum by 31st March of current fee year will attract a **5% discount on the Tuition Fee**. This discount does not apply to composite levy, education capital levy, building levy, extracurricular activities such as camps, aquatics, year 7 jumpers and/or any sporting events.

Q. What are my payment options for 2016?
A. In 2016 Galilee Catholic School will offer the following payment options
   - Cash at the front office
   - Electronic Funds Transfer – BSB: 085-005 Account number: 865647356 Account Name: Galilee Catholic School, Please use you family ID as the payment reference. Your family ID is located on the top right of your statement.
   - Direct debit payment plan either from bank account or credit/debit card on a weekly, fortnightly or monthly basis form enclosed
   - Cheque
   - EFTPOS
   - Centrepay payment plan are deductions direct from your centrelink payments on a fortnightly basis. Forms available from the front office.