



# Holy Family Catholic Primary School

2 – 4 Highfield Road LINDFIELD NSW 2070  
Email: [info@holyfamily.nsw.edu.au](mailto:info@holyfamily.nsw.edu.au)  
Website: [www.holyfamily.nsw.edu.au](http://www.holyfamily.nsw.edu.au)

Phone: (02) 9416 7200  
Fax (02) 9416 9342  
ABN 89 548 339 579

---

Dear Parents

## SCHOOL FEES 2017: INFORMATION FOR FAMILIES

### WHAT ARE THE FEES FOR 2017?

At the start of Term 1, 2017 the school sends out an annual Tax Invoice for the fees that are payable for the whole school year. The fees for 2017 are:

	\$
Tuition per student	2,414.00
Diocesan Building Levy per family	940.00
School Based Fee per student	1425.96
School Magazine per family	45.00
Surf Education (Years 3 – 6)	48.00
Year 6 Leadership Camp	354.00
Canberra Excursion (Years 5-6)	318.00

There are discounts applied to the Tuition Fee where there is more than one child in a family at a Catholic Systemic school in the Broken Bay Diocese.

Each month you will then receive a monthly Fee Statement, detailing any amounts outstanding.

### HOW DO I PAY?

The options to pay are:

1. Pay the whole amount due for the year which is described as "Amount Owing" on your Fee Statement. This payment will be due on 24 February 2017.
2. Pay over three instalments as per the Instalment Schedule box. The due dates for payment are:

Instalment 1	24 February 2017
Instalment 2	5 May 2017
Instalment 3	28 July 2017
3. If you returned your Family Registration Form and requested Time Payment, the scheduled amounts due and the due dates are detailed in the Instalment Schedule on your Fee Statement.

On the Remittance Slip at the bottom of the Tax Invoice, the Amount Owing each month is calculated under Option 3 if any option other than Standard has been selected on the Family Registration Form.

If nothing is ticked on the Family Registration Form (or if no form has been received) the Amount Owing is calculated under Option 2.

## HOW CAN I PAY?

**Our preferred method of payment is BPay.** We also welcome payment by Qkr, cheque and credit card. Eftpos is available at the school office. **We would prefer not to accept cash payments for security purposes.** You may use a different method for different payments if you choose.

## WHERE DO I SEND THE PAYMENT?

If you pay by **BPay**, you must use the BPay "Ref:" number when making your payment. This is written in the BPay box on the top right hand corner of your Tax Invoice or monthly Statement. It is also noted on the left hand side of the remittance slip as "Account No". There is nothing more you need to do as the school is notified of your payment by the bank. If you are paying time instalments, you may wish to speak with your bank about setting up a recurring payment.

If you are paying by **cheque or credit card** please complete the remittance slip at the bottom of the invoice or monthly statement and place in an envelope, clearly marked "SCHOOL FEES". This can be sent in with your child or handed in at the school office. We also take credit card payments over the phone. Please note that we **DO NOT** store your credit card details; these are destroyed once your payment is successfully processed.

**PLEASE DO NOT PUT SCHOOL FEES IN THE PARENT BOX.**

## DO I GET A RECEIPT?

We do not issue receipts for school fees. However you will receive a statement **via email** at the end of each month which records any outstanding amounts, payments, adjustments or additional charges in the month.

## BUILDING LEVY

Please note the Diocesan Building Levy is NOT deductible for tax purposes as it is a non-voluntary charge.

## WILL THERE BE ANY FURTHER CHARGES?

The annual Tax Invoice lists all charges for the year known as at the start of the year.

ICAS exams will be billed separately, depending on which exams parents choose.

Students who are enrolling in the Band programme for 2017 will be billed at the start of the year for the annual cost of enrolment and Band Camp closer to the date of the camp.

## PLEASE DOUBLE CHECK YOUR PAYMENT SLIP

Please check you have included:

- Cardholder name & credit card Expiry Date if paying by credit card
- The cheque (made out to Holy Family Primary School) with the payment slip (if paying by cheque)
- Correct amount: The amount currently due is shown on the Tax invoice and on the statement as "Amount Owing" on the remittance slip.

**If you have any queries, please do not hesitate to contact Vicki Fenech (Senior Administration / Finance Officer) at the school office on 9416 7200 or email [info@holyfamily.nsw.edu.au](mailto:info@holyfamily.nsw.edu.au).**