



# FEES POLICY 2025

Reception to Year 6



*Tenison Woods  
Catholic School  
assisting families in  
fulfilling their  
financial obligation  
of meeting the fees  
associated in  
sending your  
child(ren) to the  
school.*

The information contained in this leaflet is for all parents/carers advising the financial responsibilities of sending your child/ren to Tenison Woods Catholic Primary School (TWCS) in 2025.

As a Catholic Parish Primary School, TWCS receives funding from a number of sources in order to cover the cost of providing education to children in our school. The payment of fees form an important part of the overall financial income of the School, and are set to ensure that the School continues to operate with a balanced budget and is able to continue to meet all its financial obligations now and into the future in accordance with directions provided by SACCS and Government Authorities.

Fees are set each year with the approval of the School Finance Committee and School Board based on advice contained in the Catholic Education Office Annual Guidelines. In setting the fees, the Board is conscious of ensuring that the fees set are kept minimal, while providing your child/ren with quality educational facilities and providing good resources to ensure your child/ren get the most from the curriculum we offer.

## 2025 ANNUAL SCHOOL FEES

	Full Fee 2025	Low Income Fee 2025
Rec to Yr.6	\$2,990	\$1,795
T3 Rec Intake	Nil	Nil

## INCLUDED IN ANNUAL FEE

Annual fee covers all education costs:

- Tuition incl. education programs
- Educational materials and resources including stationery & art materials.
- All costs associated with technology. Rec-Yr2 students are issued with their own personal iPad and Yr 3-6 students are issued with their own personal MacBook Air for their use as per the ICT User Agreement. TWCS do not require students to buy or supply their own device.
- Class excursions and incursions.
- Annual swimming/aquatics program.
- School representative sporting carnivals.

## NOT COVERED IN ANNUAL FEE

- Extra-curricular sporting fees such as basketball, netball and soccer.
- School camps are an additional cost to the annual school fee. Camp fees are billed at the beginning of the school year charged to your school fees account.

## MID YEAR INTAKE - NO FEES

New Reception enrolments pay NO FEES for Terms 3 and 4 (for student/s commencing prior to August Census date)



## DISCOUNTS

Discounts are offered for second and subsequent children, from any one family, attending the school.

The following sibling discounts on Tuition Fees will apply in 2025:

### Full Fee

Child	Fee per child	Total per family
1 <sup>st</sup> Child	\$2,990	\$2,990
2 <sup>nd</sup> Child	\$2,840	\$5,830
3 <sup>rd</sup> Child	\$2,690	\$8,520

### Low Income Fee

Child	Fee per child	Total per family
1 <sup>st</sup> Child	\$1,795	\$1,795
2 <sup>nd</sup> Child	\$1,705	\$3,500
3 <sup>rd</sup> Child	\$1,615	\$5,115

### Early Payment Discount

Families who pay their account in full prior to the 28 February 2025 will receive a discount of \$100 per child applied to their fees.

## METHODS OF PAYMENT

- Cash Payments - Payable in Front Office
- Credit Card - Payable in Front Office
- BPay - 'Biller Code' and 'Ref' noted on statement
- QKR! App - Payable under 'School Fees'
- Direct Credit - TWCS bank account details are noted on the bottom of your school fees statement, please ensure to include the reference number.
- Direct Debit - Regular instalment payments can be arranged by contacting our Finance Manager. An agreement will be issued by the school detailing payment terms.

## PAYMENT OF SCHOOL FEES

School Fees are billed at the beginning of each year. A fee statement is sent to all families within the first two weeks of the school year. A letter advising of payment options is to accompany this statement. Accounts are to be paid in full by 30 November of the current year.

The school offers regular weekly, fortnightly or monthly repayment options from your nominated bank account or credit card. If this is the case a payment agreement must be issued by the School and signed by both the family and the School with payment instructions; with the understanding that all fees are paid in full by 30 November 2025.

All parents/carers are reminded that they have entered into a legal contractual agreement for the payment of fees when they signed enrolment forms and accepted enrolment of their child/ren at the School. At the time of enrolment, parents and guardians, give consent for the school to contact any other Catholic school which their child has previously attended for the purpose of ascertaining the family fee paying record.

### Breakdown of Fees - paying by instalments (1 Feb 2025 to 30 Nov 2025)

(payment agreement must be negotiated with the School)

#### Full Fee

No. of Children	Weekly (43 weeks)	Fortnightly (21 Weeks)	Monthly (10 Months)
1	\$69.54	\$142.39	\$299.00
2	\$135.59	\$277.62	\$583.00
3	\$198.14	\$405.72	\$852.00

#### Low Income Fee

No. of Children	Weekly (43 weeks)	Fortnightly (21 Weeks)	Monthly (10 Months)
1	\$41.75	\$85.48	\$180.00
2	\$81.40	\$166.67	\$350.00
3	\$118.96	\$243.58	\$512.00

## LOW INCOME / SCHOOL CARD

Low income Fee is granted to families who are eligible for School Card. The School Card Scheme is administered by the State Government to provide financial assistance towards the cost of education for full-time students of lower income families.

The School Card process will be linked to the Centrelink Customer Reference Number and confirmation will be given by Centrelink that your income falls within the eligibility limits. School Card Applications will be in the form of a Statutory Declaration (Form A) that is signed declaring that your gross family income falls within the eligibility income criteria. Form A is available either from the Front Office on return to School in 2025 or from the DECS website – detailed below. Lodge completed forms at the Front Office accompanied with your Centrelink card, which will be sighted, photocopied and returned to you.

Applicants applying for School Card who are Self Employed or are applying under the Change of Circumstances/Hardship guidelines will be required to produce financial and tax returns to support the application. These applications are assessed by the School Card Section of the Education Department of the State Government.

Any parents/carers who have queries or require further explanation regarding School Card and Income Limits can contact either the School's front office or DECS School Card Section on Freecall 1800 672 758.

Website:

<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

## FINANCIAL ASSISTANCE

Parents/Carers experiencing financial difficulties in meeting their obligations for the payment of fees can apply for fee assistance.

Families seeking fee assistance will be required to meet with the Finance Manager for special consideration. In discussion with the Finance Manager an amount of fees is proposed. The Finance Manager then presents the proposal to the Principal, who will determine the outcome and fees that will be charged. The identity of individual families remains confidential to the Principal and Finance Manager.

All requests for fee assistance are reviewed on an annual basis, so it is necessary to apply for assistance each year if required.

## FULL FEE PAYING OVERSEAS STUDENT (FFPOS)

Students residing in Australia on a visa type that is not eligible for recurrent government funding are required to apply for enrolment on an individual basis. The application is assessed by the Principal to determine eligibility for enrolment. FFPOS students are billed a pre-determined annual tuition fee. This fee must be paid in full prior to commencement.

Should the visa status change to a visa type that becomes eligible for recurrent government funding during the enrolment period, the difference in the FFPOS tuition fee and annual school tuition fee will be refunded.

Should the visa status change from a funded Visa to an unfunded Visa type at any time during the school year, the FFPOS annual fee is payable within 14 days. Failure to pay may result in the termination of enrolment.

## FEE COLLECTION PROCEDURE

Fees are billed and distributed within the first two weeks of Term 1.

Fees are due for payment by 31 March 2025 or a payment agreement must be in place with the School.

First reminder notice is posted to families for unpaid fees at the beginning of April. Second contact is to be made with families. This may be by phone, email or registered mail.

Matter discussed with the School Finance Committee and decision made regarding future management of fee account.

School engages the services of a debt collecting agency and/or a solicitor for the purpose of collection of outstanding fees. All costs associated with collection of fees are charged to the school account.

Solicitors take the matter to court for settlement and management if no satisfactory response is received from the family.

Fees will be charged for a full term for those families who leave part way through the School Term.

At all times families are assured of confidentiality and privacy regarding their financial circumstances.





## **SEPARATED FAMILIES / SPLITTING OF FEES**

It is the legal responsibility of each signatory on the enrolment contract to pay all fees and charged owing. Family accounts will be billed as per the enrolment contract. Where this represents a separated family, the school expects the enrolling parents/caregivers to work out payment arrangements between themselves to ensure the account is paid each year. The school does not offer split billing. If required separate copies of accounts may be sent to both enrolling parents/caregivers.

## **WITHDRAWAL OF A STUDENT**

Parent/caregivers whose child/ren leave Tenison Woods Catholic School during a school term or at the end of the school year are required to provide a minimum of one term's notice in writing to the Principal prior to the student leaving. This is applicable to both current and future students where enrolment acceptance has been confirmed.

Failure to provide a full terms notice will result in fees being charged for the following term. Where the withdrawal occurs at the end of the year notice must be made in Term 3. Failure to provide notice in Term 3 will result in fees being charged for the first term of the following year.



**Finance Office Contact:**  
**Paula Freer**  
**Finance Manager**  
**Monday to Thursday 9am - 4pm**

Tenison Woods Catholic School  
68 Brooker Terrace, Richmond SA 5033  
Ph: 08 8131 7900  
[info@twcs.catholic.edu.au](mailto:info@twcs.catholic.edu.au)  
[www.twcs.catholic.edu.au](http://www.twcs.catholic.edu.au)

