



SCHOOL FEES POLICY - as at February 2025, updated August 2025

The following policy must be interpreted in light of the [Diocese of Lismore Catholic Schools \(DLCS\) Enrolment and Fees Policy](#)

As a non-government school, St Paul's College derives the majority of its income from the collection of school fees and then through the application of Government funding. With this in mind, the level of fees charged must be sufficient enough to support the educational program of the College. School fees are reviewed annually by the Principal and DLCS, to ensure that the financial needs of the College are being met, with consideration of the ability of the school community to meet these fees. The review is finalised at the end of each year.

While your child is enrolled at the school, irrespective of whether your child is present or not, school fees will be charged.

Scope

Fees include Tuition Fees, School Services Levy, Elective/Subject Fees, Pastoral Care Levy, Swimming/Athletics Carnival Fees, Semester Sports Fees (Years 7-10 only) and any other fees as determined essential to the operations of the College.

Enrolment Application Fee

Upon enrolment of your child to St Paul's College, a non-refundable application fee of \$50 is required to be paid before the application can be finalised.

Retreats & Excursions

All students in Years 7 to 12 participate in a camp/retreat style program at various times throughout the year. The program is a significant factor in promoting the personal and spiritual development of the students as well as building and developing a range of essential life skills. **Attendance at this camp or retreat program is compulsory for all year groups.**

Excursions for all students will be made known to you over the course of the school year via COMPASS.

Payment terms

School fees are billed annually, excluding sporting events and excursions.

Payments can be made annually or in quarterly/monthly/fortnightly/weekly instalments. Available payment methods are BPay, Compass Pay or Centrepay Deduction.

Frequency	Number of payments	First Payment Date	Final Payment Date
Weekly	40	1 March 2025	29 November 2025
Fortnightly	20	1 March 2025	22 November 2025
Monthly	10	1 March 2025	1 December 2025
Quarterly	4	1 March 2025	1 December 2025
Annual	1	29 March 2025	Not applicable

Families who do not nominate a frequency will default to quarterly payments. Payment for events and excursions will continue to be managed through Compass.

Fees can be billed to one family or split between families if necessary. Please see Split Fee Billing below. International students will be required to pay a full fee paying overseas student levy in addition to school fees.

Discounts

A sibling discount will apply to account holders who are responsible for the payment of 3 or more students.

3rd child = 10%	4th child = 30%	5th child = 40%	6th child = 50%
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Financial Assistance

We recognise the financial pressures that families may face and strive to offer flexible payment options to accommodate different circumstances. For enquiries about fee assistance, please contact the Diocesan Fee Support Team at feeassist@lism.catholic.edu.au

Recovery of unpaid fees

In fairness to families who pay their school fees regularly and on time, our College will follow up all overdue school fee accounts. Overdue accounts, including those where agreements for the payments have not been honoured, will result in a review of the student's continuing enrolment at the College and may impact on future sibling enrolments. As a last resort due to non-payment of fees, students may be excluded from any non-compulsory activities as determined from time to time by the Principal.

The procedure for unpaid fee collection is as follows:

1. A reminder statement/notice/letter will be issued within 21 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements is not in place.
2. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian will be made via telephone, mail or email.
3. If after a further 7 days from this second reminder satisfactory arrangements have not been reached, a request from the Principal will be sent requesting either payment or an appointment to discuss the outstanding account.
4. If no contact has been made with the College, the account may be sent to the College's Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.
5. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Split Fee Billing

For a family to request this service we require an application to be signed by both parties and each signature witnessed by either an independent witness or a school representative. Any default in payment by any party in the arrangement may result in the fees being re-invoiced to the other party concerned without consent of both parties and a request for payment made. If payments are not honoured the account may be sent to the College's Debt Collection Agency to be recouped from all parties concerned and all costs associated will be at the family's expense. An application may also revoke any or all eligible discounts.

Late Start Enrolment

New students entering St Paul's College after the commencement of any term will be charged on a pro rata basis for the remaining weeks of that term.

Withdrawal of Enrolment

When an enrolment is terminated, the remaining balance of fees will be prorated to ensure you are only charged for your child's enrolment period, with the exception of those non-refundable fees.

Costs of any outstanding textbooks, devices and other related materials will be invoiced if they are not returned to the College. Payment plans are still available where necessary for any outstanding amounts after withdrawal and can be discussed with the School Fees Officer.

Extended Leave/ Holding an enrolment place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, the number of previous leave occurrences, and the existence of a student waiting list.

[2025 TUITION FEES SCHEDULE](#)

[2025 SCHOOL LEVIES and CHARGES](#)