

**SCHOOL FEES:
SETTING AND COLLECTION, POLICY
DOCUMENT**

Released: 2005
Reviewed: 2008
Reviewed: 2010
Reviewed: 2015
Due for Review: 2017

RATIONALE

St Andrew's Catholic Primary School endeavours to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as it is possible, while embodying the Church's special preference for the poor and disadvantaged.

The School has a responsibility to communicate the financial constraints under which it operates, to parents enrolling their children. Parents are required to make a commitment to support Catholic education financially by paying fees.

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

DEFINITION

School Fees shall be considered to be tuition fees, levies and other charges (eg., camp fees, amenities, book hire, swimming lessons)

The School Board at St Andrew's CPS has a managerial role with regard to the setting and collecting of school fees.

PRINCIPLES

- The collection of school fees shall be approached in the spirit of Christian charity and justice.
 - The inability to pay school fees shall not be the reason for the non-enrolment or exclusion of any Catholic child from a Catholic school.
 - CECWA shall ensure the financial viability of St Andrew's CPS.
 - There is a direct relationship between the school fees and the socio-economic status of St Andrew's school community.
 - The School Board has the responsibility for the financial management of the school and consequently, through the Principal, is responsible for the collection of school fees. They shall actively pursue the collection of school fees where parents have the capacity to pay.
 - Families with means tested family concession card holders may claim a fee concession. The amount of fee concession is set by the Catholic Education Office. Families with limited financial resources but no HCC concession may make an appointment with the Principal to discuss fee relief. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
 - The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
 - Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.
-

PROCEDURES

- Annual fees and charges are set in consultation with the School Board and in accordance with CECWA advice provided during the budget process each year.
- Approval of the Director of Catholic Education will be obtained prior to exceeding the maximum increase in school fees.
- On application for admission, parents will be provided with the school's fee policy, which includes details of any additional charges and information relating to the school's fee concession policy.
- Each year, after the School Board AGM, the fee structure for the following year is supplied to parents through the school newsletter.
- Sibling discounts are determined in consultation with the School Board and CECWA. The current level of sibling discounts on the Tuition fee is

1st child	0%
2nd child	20%
3rd child	40%
4th child & beyond	100%
- The Amenities fee applies in full for all students and includes an excursion component.
- The usual family sibling discounts shall apply when one student of the family needs to attend another Catholic primary school.

School Fee Collection:

- The School Fee is presented as an Annual Account with a variety of options for payment throughout the year or discount of 5% for payment in full before the due date.
 - Parents choose one of the following methods of payment, which are included with the invoice. They are:
 - payment in full;
 - direct debit (form available from the school office)
 - B Pay;
 - Credit Card; or
 - regular payment arrangements direct to the school office
 - Accounts include a message which reads *Please see Principal if there is a difficulty in paying.*
 - Parents make interview appointment with the Principal if payment difficulty exists. Details of this interview are confidential to the Principal and the school Finance Officer, who is advised of revised arrangements for meeting the financial commitment to St Andrew's CPS.
 - When a fee account is overdue parents receive a written reminder of the debt.
 - If no payment is received following the written reminder, the parents are contacted by the Principal or Finance Officer, to discuss the matter.
-

- Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required:
 - documentation shall be kept on each attempt to resolve the problems of outstanding fees
 - parents are notified that the services of a debt collection agency will be employed to recover outstanding fees
 - a summons can be issued by the appropriate school authority and judgement entered against the parent; however, before enforcement proceedings are taken, such as a Warrant of Execution, Order of Commitment, Garnishee Order, or Judgement Summons approval must be obtained from the Director of Catholic Education.
-
-