

## FEE & COLLECTION POLICY AND GUIDELINES

### DEFINITIONS:

**Fee:** the cost of basic tuition at the school. Fees are adjusted annually in accordance with Archdiocesan guidelines. Payment of fees is **compulsory** under the terms of the school's Enrolment Policy.

**Levy:** the cost of extra items provided by the school above basic tuition. Examples of levies that may be charged include amounts to cover the costs of:

- camps and excursions
- course materials
- special project
- provision and maintenance of school buildings and equipment
- P & F levy

The payment of levies is **compulsory** under the terms of the school's enrolment policy.

**Contribution:** a payment amount **recommended** by the school to cover costs not listed above. An example of contributions that may be sought includes the Library Building Fund contribution for the provision and maintenance of the school library. This amount **is not compulsory** but is considered a **donation** for tax purposes.

**Concession:** A mutually agreed reduction in fee payments due to a demonstrated financial difficulty.

### School Fee and Levy Collection Policy

#### RATIONALE:

All parents sending their children to St Mary's Catholic Primary School should meet their responsibility in maintaining the operation of the school. All families are required to pay fees and levies as set and advised annually. It is expected that school fees will be paid by the due date.

The prompt payment of fees represents part of the commitment that families make when enrolling at St Mary's Catholic Primary School.

Many families make considerable personal sacrifices to send their children to our school. Every endeavour is made to keep the cost to families as low as possible.

## **POLICY:**

St Mary's Catholic Primary School is committed to providing Catholic education to all children whose parents desire it. We are aware that from time to time some parents find themselves in financial difficulties. No Catholic student will be excluded from St Mary's Catholic Primary School due to their family's genuine inability to pay fees.

Unless there is an agreement for fee concessions at the beginning of each year, the acceptance by parents of a position at St Mary's Catholic Primary School assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary. Concessions are set on a yearly basis and parents must re-apply for concessions at the commencement of each new school year.

It is accepted that changing family circumstances will sometimes result in a student transferring to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where the Principal deems that fair notice has been given or where fair notice was impractical.

## **GUIDELINES**

- 1) The School will issue an account of full fees and levies at the beginning of each term, payable within 14 days of issue.
- 2) Any arrangements to vary the terms of payment must be made with the Principal or Finance Secretary.
- 3) Issue of an "Overdue Account" notice will be processed after the initial 14-day payment period.
- 4) A final "Overdue Account" notice will be issued after the 14-day overdue period if no payment has been made, or no contact with the school has been made. This final notice will be payable within 14 days.
- 5) Where accounts remain unpaid after the two notices and no appropriate arrangements have been made to pay the agreed fee, the account will be placed in the hands of a debt collector. In serious cases where there is a clear capacity to pay outstanding fees, legal options may be pursued by the school. Legal costs, direct debit rejection fees, any debt collection costs or other costs incurred by the school will be at the family's expense.