All Saints Catholic Primary School

Fees Collection Policy

Developed by: Staff and School Board

Note: All references to ‘Staff members’ include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.

Underlying Assumptions, Philosophy and Rationale:
We at All Saints Catholic Primary School believe that:

- the major source of private income is school fees
- as a caring community, we have an obligation to support and be sensitive to the needs of all
- we are committed to the education of every child enrolled in this school, regardless of the ability of his/her parents or carers to pay fees
- all families are expected to contribute financially towards the education of their children, within a fee structure designed to be fair and just.

Purpose/Aims:
Through the application of this policy, the All Saints Catholic Primary School Board aims to:

- ensure support for and be sensitive to the needs of all
- ensure that families contribute financially through a fee structure that is fair and just.

Guidelines:
In support of this policy:

The Principal will:

- make a copy of this policy available to all families
- monitor the situation through the Monthly Finance Report presented at the meeting of the School Board
- review the policy as required and when necessary make any changes known to families.

The Finance Officer will:

- provide monthly reports of fees collection issues to the Finance Committee
- refer all issues and enquires to the Principal
- issue a School Fee Information Brochure and payment option schedule to each family at the beginning of the school year. It is expected that all families who do not pay fees over the three terms but wish to pay over the full year will set up payment options by Direct Debits, Credit Card Deductions or Centrepay deduction.
- issue an Annual School Fees account which covers all tuition and levies by 3rd week of Term 1 for full yearly fees.
- Arrange for payments via:
  1) Direct debit, either weekly, fortnightly or monthly payments by credit card or bank account debit
2) Bpay payments, either weekly, fortnightly or monthly
3) 3 instalments paid by the end of Term 1, 2 and 3

- Telephone or write to all families with outstanding fees each term to remind them of their payment obligation and work out a suitable payment plan. There will be three written letters before accounts are forwarded to the Debt Collector.

**Parents/Carers will:**

- familiarise themselves with this policy
- pay an enrolment deposit on acceptance of the school’s offer of enrolment. This non-refundable deposit will be deducted from the child’s school fees upon commencement. The amount of the enrolment deposit will be set by the school board
- return the Payment Option Schedule to the Finance Officer at the beginning of each year
- provide the Finance Officer with evidence of income within the time specified when seeking to access the income based fee structure
- notify the Finance Officer/Principal in writing or in person as soon as possible, if experiencing difficulty in paying the school fee account
- pay full term fees in the event of their children being absent for a term or longer
- pay full term fees in the event of children starting the term or leaving part way through the term
- provide the school with one term’s notice if their children leave the school before the completion of Year 7
- pay one term’s fees if one term’s notice is not provided, however the Principal may waive the one term’s notice in special circumstances if requested in writing.

**Basis of Discretion:**

- The Principal may vary these conditions where appropriate. This may be done in conjunction with the Parish Priest.

**Support Documents:**

- Finance Manual for Catholic Schools.
- All Saints School Fee Brochure.

**Financial Budget:**

- Expense of engaging a Fees Collection agency.
- Expense of engaging a Solicitor.

**Resources:**

- Copies of Policy available to parents.

Signed: 
(Principal on behalf of School Board) 

Date: 
Date to be reviewed

May 2012
June 2015