

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.

Purpose:

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.

Underlying Principles:

We at All Saints Catholic Primary School understand that:

- school fees bridge the gap between government funding and real cost
- 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.

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 Business Manager will:

- provide monthly finance reports on the collection of fees to the School Board
- refer all significant issues 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.
- issue updated Annual School Fees account in Term 2, Term 3 and Term 4 if necessary to all families.
- 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 communication via writing, telephone and email before accounts are sent a final demand notice via registered post. If no communication occurs after 14 days the account will be sent to debt collection.

Parents/Carers will:

- familiarise themselves with this policy
- pay an enrolment deposit of \$250 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 Business Manager at the beginning of each year
- provide the Business Manager with evidence of income within the time specified when seeking to access the income based fee structure
- notify the Business Manager or 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 6
- pay one term's fees if one term's notice is not provided, however the Principal or Business Manager 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.

Supporting Documents:

- Appendix A Fee Collection Information.....4-6
- Appendix B School Fee Information Brochure.....7

Financial Budget:

- expense of engaging a fees collection agency

Resources:

- copies of Policy available to parents.

Sign: _____ Date: August 2023
(Principal on behalf of School Board)

Sign: _____ Date: August 2023
(Chairperson on behalf of School Board)

Date to be reviewed: August 2026

Appendix A



SCHOOL FEES INFORMATION

Fee rationale

At All Saints Catholic Primary School we expect all families to contribute financially towards the Catholic Education of their children, within a fee structure that is designed to be fair and reflective of individual family incomes. The fee structure has been designed to allow concessions for families on low incomes. It is also the policy of the school that no child will be denied a Catholic Education because of a genuine family inability to pay school fees.

Aim

The School Board will have an identifiable procedure for the determination, collection and remission of school fees.

School fees

School fees will be assessed annually by the School Board. The outcome of this determination of school fees will be communicated to parents in the fee pack sent home with the children. The school fees issued at the start of Term 1 are reflective of the entire annual tuition fees and levies for students. Any extra curricular activities or items are charged to family accounts during the year if they are applicable.

Issuing of school fee accounts

School fee accounts for the whole year will be issued at the start of Term 1 to all families. Further to this in Term 2, Term 3 and Term 4 if necessary all families will receive an updated statement of their fees. For any families that join during the school year, they will have their fee packs distributed based on when the students commence.

Concessions

As part of our fee rationale, All Saints Catholic Primary School provides significant concessions for families on low incomes as determined by the Education Department school card system. We also take into account individual family circumstances and consider assistance for families on incomes above the school card limit on a confidential case by case basis. Please review the current year fee brochure for the current rates and applicable concessions.

Concessions on family accounts are reviewed on an annual basis via an appointment with the Business Manager. There is no roll forward of prior year concessions without this appointment and verification of your current income in place.

Payment and collection of fees

To ensure regular cash flow for the school and to provide flexible options for families there is a wide variety of payment methods accepted. Bpay is the preferred option for payment of school fee accounts and instructions for this are located on accounts. We also accept payments through the following methods:

- Automatic direct debit (From a bank account or credit card)
- Bpay or internet banking transfer
- Eftpos (All bank cards and credit cards including American Express are accepted)
- Cash or cheque
- Centrelink deductions.

For all families paying via three installments the fees are due over the following periods:

- first instalment; due by 31st March
- second instalment; due by 30th June
- third instalment; due by 30th September

Families on payment plans may have their account extended beyond the above time period if there is written communication or an appointment made with the Business Manager.

The school will engage our debt collection agency Mercantile Credit Management Pty Ltd for the collection of overdue accounts where communication for payments has been ignored or an account is overdue. Any legal or debt collection charges will be added to the overdue account. The only exception to this will be if written communication or appointment has been made with the Business Manager, and payment arrangements have been approved.

Student withdrawal

A full term's notice in writing to the Principal is required to advise of your intention to withdraw your children from the school. If this is not adhered to, the school reserves the right to charge an entire term's notice.

Fee remissions

Families who wish to confidentially discuss their application for a fee remission are required to contact the Business Manager for a fee remission application form. Upon submitting this application you will hear from the Principal or Business Manager regarding your remission application in due course.

In fee remission applications, financial hardship and individual family situations are taken into consideration. In genuine hardship or difficult family circumstances a remission of fees may be applied to your account. You will be notified in writing via post, phone or email if your application is successful. All families are expected to make a regular financial contribution to their school account, there is no guarantee that a remission will be applied to your account so a regular contribution to school fees is the best solution to keep your account in good standing.

Non payment of fees

In instances when the communication regarding payment of fees has been ignored, or an overdue account balance exists, our debt collection agency Mercantile Credit Management Pty Ltd will be forwarded the account for collection.

Prior to this being required the school will make attempts to contact the family via phone, email and post. The final notification to the family before an account is forwarded for debt collection will be a letter in writing sent via registered post. If no communication occurs within 14 days from this letter, the account will be then forwarded to Mercantile Credit Management Pty Ltd. Any legal and debt collection charges will be added to the overdue account.

Reporting process

School fee accounts and the cash flow of payments is discussed routinely in Board meetings as it is a key financial aspect of the school. The Principal and Business Manager will also report on specific relevant issues relating to individual accounts and families to the School Board as required. All families discussed in this process are treated with strict confidentiality.

Date for review

Implemented - 2009

Ratified by School Board –August 2023

Next review due – August 2026