

# 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 31<sup>st</sup> March
- second instalment; due by 30<sup>th</sup> June
- third instalment; due by 30<sup>th</sup> 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 terms 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



**All Saints**  
Catholic Primary School

# Fees for 2023

The All Saints Catholic Primary School Board establishes school fees each year based on the financial requirements of the school. Our school provides generous sibling discounts and financial assistance discounts to eligible families. Further to this, the School Board recognises that recent increases in the cost of living and interest rates has had an impact on all families. Therefore, the School Board has introduced a temporary fee reduction of \$138.00 for every child in 2023 to assist families financially. This will be reviewed on an ongoing basis based on the financial requirements of the school. The below school fees schedule includes this fee reduction credit.

Our annual school fees are:

Student	School Fees	Financial Assistance Fee (School Card Eligible)
One Child	\$2,400	\$1,440
Two Children	\$4,120	\$2,472
Three Children	\$5,150	\$3,090
Four+ Children	\$5,788	\$3,473

**What is included in the above fees:**

- Camps, excursions and incursions
- Stationery and curriculum books
- Information Technology usage
- Building Fund contribution

**What is not included in the above fees:**

- Out of School Hours' Sport (optional)
- Private music lessons (optional)
- Year 6 windcheaters

## Payment Due Dates

Fees are invoiced annually at the start of the school year. Fees are due by the dates listed below. Any alternative arrangements or payment plans are to be negotiated with the Business Manager.

Payment Option	Due Date
Annual	31/03/2023
Three installments	One third by 31/03/2023 One third by 30/06/2023 One final third by 30/09/2023
Monthly, fortnightly or weekly	Divide your total amount by monthly, fortnightly or weekly payments.

## Payment Options

We have a wide range of flexible payment options available including the following:

- Bank transfer or BPAY via your family reference number located on your account statement
- Automatic bank direct debit
- Automatic credit card payment
- Payment at the front office by card or cash
- QKR smart phone application payment or
- Centrelink deduction.

If you require any assistance with any of these options, please contact the school front office.

## Sibling Discounts

We offer significant fee discounts for families with more than one child at our school. Our fee schedule above reflects these sibling discounts.

## Financial Assistance – School Card eligible

Families who do not qualify for the School Card but feel they would have difficulty in making payments due to their circumstances may still be eligible for financial assistance. To discuss further, please make an appointment with the Business Manager. To help us understand your financial circumstances, please bring your tax return, last three payslips, Centrelink summary statement and details of your rent/ mortgage commitments. Bank statements will suffice for rent/ mortgage commitment verification. All discussions are private and confidential. Any requests for financial assistance need to be reviewed on an annual basis.

<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

## Financial Assistance – Not eligible for School Card

Families who do not qualify for the school card but feel they would have difficulty in making payments due to their circumstances may still be eligible for financial assistance on their account. To discuss further, please make an appointment with the Business Manager. To help us understand your financial circumstances, please bring your tax return, last three payslips,

Centrelink summary statement and details of your rent/ mortgage commitments. Bank statements will suffice for rent/ mortgage commitment verification. All discussions are private and confidential. Any requests for financial assistance need to be reviewed on an annual basis.

## Financial Hardship

We strongly encourage any family experiencing financial hardship to make contact with us to have a private and confidential discussion regarding your financial situation. Financial assistance is available but we need to be made aware of the situation and follow our process to be fair and equitable to all families. In the event of a sudden change in your family income such as through a loss of employment, we would ask that we be advised as soon as possible so we can assist you.

## Students Leaving

When a student is leaving we require one full school term's notice in advance in writing to the Principal advising of this. If this notice period is not given, then one school term of fees will be payable.

## Split Families

Family accounts will be invoiced as per the enrolment forms. In a separated family situation, the school expects the enrolling parents/caregivers to arrange a payment plan between themselves to ensure fees are paid by the payment due dates. Enrolling parents/caregivers are jointly liable for all fees. The only exception to this rule is if an active Court Order is provided to the school which specifies a specific fee arrangement to be followed.

## Debt Collection

In the event of non-payment of school fees and no response to the school's attempts for a payment arrangement, the school can refer the full amount to our debt collection service, Mercantile Credit Management. Any costs associated with the collection of fees through the debt collection service is due from the family as per the conditions outlined on the enrolment form.

## Any Questions

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