



St Columba's School Bayswater

Grow in Faith Seek Wisdom Live in Peace

School Fees Setting and Collection Policy

VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

Art Lombardi

19 January 2018

Document Title: School Fees – Setting and Collection 2018				
Approved By	AL	Next Review Date	2019	Printed copies of this document are not controlled.
Originally Released	Unknown	Review Frequency	Annually	Reviewed 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018

Principles

It is in Christian faith that we make school fees affordable and as easily payable as possible. We recognise the Catholic Church's preferential option for the poor, and marginalised and make arrangements accordingly through the Principal so that children are not disadvantaged.

We respect the dignity of each person and therefore see that payment of school fees, whenever possible, gives a person a sense of satisfaction and dignity in helping the overall educational, spiritual and social needs of children.

We live "justice" by being fair in our expectations of parents to support in a financial way, the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

Procedures

- The School Board endeavours to keep all fees to a minimum. Guidelines are sent out in Term four (4) by the Catholic Education Office of Western Australia (CEWA), of the prior school year showing annual percentage increases for the following year.
- Pastoral Care of all school families is paramount in any decision making.
- On application for enrolment parents / guardians will be provided with the school's fee schedule and policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parent / guardians about the school's fees policy can be given at the initial enrolment interview).
- A non - refundable \$55 application fee applies to all applications submitted.
- A \$300 enrolment fee applies to each student's acceptance, of which \$200 will be deducted from the school fees the following year. If a parent / guardian withdraw their child's application the \$300 is non-refundable.
- By accepting a position for their child, the parent / guardian accepts full responsibility for payment of fees.

Split Billing

- In the event that split billing is required. The school's finance department must receive the signed Enrolment Form Variation Authority from all parties responsible for the payment of fees. The percentage breakdown of payment of fees must be included.

Government Concession Cards

- The Catholic Education Commission of Western Australia (CECWA) decision regarding automatic tuition fee discounts for the holders of eligible means tested family concession cards applies on presentation of an eligible concession card.

- Holders of concession cards are required to present the card at the front office prior to statements being issued at the beginning of the school year. It is the parent's responsibility to present the current card when requested. Discounts will not be given unless the valid card is presented to a member of the Administration department.
- The concession card must be in the name of the parent, guardian or person responsible for the payment of fees named on the school's accounts.
- It is the responsibility of the card holder to notify the school if they are no longer entitled to receive a concession card. It is also the responsibility of the card holder to provide the school with current concession card details. In the event that a concession card expires discounts for tuition fees will not be applied after expiry and school fees will be charged on a pro rata basis.

School fee accounts

- The annual statement will be issued to the person responsible for payment during week three (3) of term one (1). No other annual statements will be sent home during the school year.
- A 'Reminder School Fee Account' will be issued during week three (3) of each term.
- A reminder to families of the need to finalise school fee accounts is made via the school newsletter each term.
- All outstanding fees shall be paid by week five (5) of term four (4) unless prior arrangements have been made with the finance department.
- In the event a parent / guardian withdraws their child permanently from school during a school year, one (1) term's notice must be given in writing to the school.
- In the event a parent / guardian withdraws their child permanently from school during a school year, the annual building levy payment is non-refundable. If school fees have been prepaid for a full year, a pro rata rebate on limited fees and levies will be reimbursed providing the one (1) term notice of withdrawal has been provided to the school.
- Where parents / guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.
- We strongly encourage parents / guardians to use the school's direct debit facility for budgeting purposes.

Payment options

- ☞ **Payment in advance**
- ☞ **Direct Debit payment**
- ☞ **Yearly payment**
- ☞ **Credit Card**
- ☞ **EFTPOS**
- ☞ **BPay**

Collection of Outstanding Fees Process

- The Principal and the School Bursar assess the status of families' accounts at the beginning of each term.
- Concession agreements are reviewed periodically and set up by the Principal. Principal makes decision regarding reduction or write off of school fees.
- By mid-second term, if fees are not forthcoming, an appointment is requested through the Bursar with the Principal. During the meeting with the parents, an offer of a payment plan may be suggested by the Principal and an amount per week / fortnight is agreed upon.
- Collection of fees in arrears where families have ignored all reasonable attempts to negotiate a fee repayment schedule will initiate further action. This action plan includes documentation by the Principal and Bursar of the communications with the families on the matter of outstanding fees; notification that a summons will be issued and then notification of further legal action if required.
- All fees and charges incurred as a result of accumulation of outstanding debt and recovery costs will be the parents/guardians responsibility.
- **Families experiencing financial difficulty are encouraged to communicate with the Principal as soon as possible in order to avoid this process.**

This policy and setting of fees is reviewed annually