



SCHOOL FEES SETTING and COLLECTION POLICY

Updated : 18th February 2015
(Approved by the School Board)

RATIONALE

The provision of a Catholic education at St Mary Star of the Sea recognises that there are a series of constraints imposed by financial considerations. A key factor is the commitment that parents are asked to undertake to support the School by payment of fees. The Fees Policy will apply to all families without exception.

DEFINITION

For the purpose of this policy School Fees shall be considered to be all school fees as defined in the School Fees Schedule.

PRINCIPLES:

1. Fees are an integral part of the total income received by the school to operate effectively.
2. The St Mary Star of the Sea Catholic School Board has the responsibility for the financial management of the school and delegates the collection of School Fees to the Principal and Bursar.
3. The inability to pay school fees shall never be the reason for the exclusion of any child whose parents are seeking a Catholic education from St Mary Star of the Sea School. However, in fairness to all families, the collection of school fees will be pursued where parents have the capacity to pay.
4. Families with limited financial resources and means tested family concession card holders have an entitlement to claim some form of fee concession. Requests for fee concessions for families who do not hold a concessions card may be available, however, only after application to the Principal. Requests shall be treated with dignity, compassion and confidentiality.
5. The principle of 'user pays' applies to the collection charges for excursions, camps and special activities which are deemed an essential part of the Curriculum.
6. The confidentiality of information related to school fees invoicing/payment is paramount.

PROCEDURES:

- The Annual Fees & Charges will be set by the St Mary Star of the Sea Catholic School Board in accordance with the advice given by Catholic Education Commission of Western Australia during the budget process.
- On application for enrolment, parents will receive the Prospectus which includes this School Fees Collection Policy and the current Fee Schedule & Charges.

A commitment from parents to pay school fees will be sought by the Principal during the enrolment interview.

SCHOOL ACCOUNTS

- An Annual Fee account is sent to parents at the commencement of Term One. Parents are expected to choose one of the following payment options.

Option 1:	Paid in full by the end of Term One
Option 2:	One-Third payments paid by end of Term 1, 2 & 3 either by Direct Debit, Cash, cheque or BPay.
Option 3:	9 Monthly payments commencing February and finalised in September
Option 4:	Fees paid over 3 terms in weekly, fortnightly or monthly instalments must be paid by Direct Debit arrangement.

All fees are to be paid in full by the end of October.

- Any family who is not able to pay by the due date will need to commit to a revised regular payment schedule.
- Where parents have not paid their account, the following will apply –
 - a) A series of graded letters will request payment, the last of which will require the parent to attend an interview with the Principal.
 - b) If parents do not communicate, attend an interview, or come to an arrangement to pay fees, then they will be advised that a debt collection agency will be engaged to recover outstanding fees and associated collection charges.

NEW ENROLMENTS

- Students enrolling in the first half of the term are required to pay a full term's fees. Students enrolling after that time will be charged on a pro-rata basis.

WITHDRAWAL OF STUDENTS

- The school must be given **14 days notice in writing** prior to the student's withdrawal. An *Enrolment Cancellation Form* is available from the school office. Without such notice, *the School reserves the right to charge a full-term's fee in lieu of notice.*
- Unless special allowance has been made by the Principal, families wishing to hold a place for a student taking extended leave will be charged the full tuition fee.

PARENTS WHO LEAVE OWING SCHOOL FEES

- Any parents who owe fees after their child/children leave the School will receive a final notice from the School;
- If this achieves no results within 14 days the account will be handed over to the School's debt collection agency.
- If necessary, the School Board, in conjunction with the Director of Catholic Education in Western Australia, will issue a summons to recover the money owed to the School.

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