



St Joseph's P - 6 School

As a dynamic P to 6 Catholic school, St Joseph's strives for excellence within a Christ-centred community and contemporary environment.

School Fee Collection Policy

Purpose

The purpose of the School Fee Collection Policy is to outline the fee structure and schedule for students attending St Joseph's School.

Principles

- The community of St Joseph's School accepts that fees are the principal form of revenue for the school and that prompt payment is the responsibility of all parents and carers of St Joseph's students.
- The breakdown of the fees are as follows:
 - **Tuition fee** - set by the Archdiocesan Catholic Education Commission to supplement grants to pay salaries.
 - **Catholic Church Schools Building Fund [CCSBF]** - a tax deductible donation, payable by families who are not contributing to another Catholic Systemic School.
 - **School Levy** - set by the School Board to cover telephone, power, water, gas, teaching resources, library books, furniture and equipment.
 - **Performance / Excursion Levy** - set by the School Board to contribute to visiting performances and some excursions throughout the year. This does not include sporting events.
 - **Book Levy** - set by the School Board, charged in Term 1, to cover exercise books, photocopy paper, paint and art / craft materials.
 - **Swimming Program Levy** - covers the Royal Life Saving Water Safety Program for students in Foundation, Years 1 and 2.
 - **Maintenance Levy** - set by the School Board to contribute to the janitor's wage and everyday expenses for maintaining the school and grounds.
 - **ICT Levy** - set by the School Board to purchase and maintain ICT equipment such as computers, digital cameras and interactive whiteboards.
- In accordance with the CEO Policy and Administration Procedures Manual, (Section 17.1), no child will be excluded because of financial constraints. Therefore partial remission on fees may be given after discussions between the parent, principal and School Board. All discussions will be kept in the strictest confidence and will be treated on a case by case basis.
- Remission will be reviewed annually and be followed up at the end of the first semester.
- When remission is provided, contributions to the school are sought in other areas e.g. working in the canteen, general school maintenance.
- When all fee collection procedures have been pursued, the Principal in consultation with the Parish Priest, will refer individual cases of outstanding fees to the School Board for collection on behalf of the school. The Board will then follow debt recovery procedures as detailed in this policy.

Procedure

Procedural steps will be taken by the Principal and Parish Priest to ensure equity in the collection of fees. The procedure for the collection of fees is as follows:

1. At the beginning of the school term accounts will be sent to parents and carers requesting payment within 28 days.
2. Letters will be sent with term accounts at the beginning of each year to those families who had previously sought fee remissions (*Attachment 1*).
3. Remissions may be sought by parents through:
 - Principal / parent interview
 - Mutual agreement on payment / contribution (*Attachment 2*)
 - Confirmation (*Attachment 3*)
 - Accounts adjusted at the end of the year
3. If no remission is sought and no payment made, a reminder statement/account is distributed to parents, seven days after the due date for payment.
4. A phone call is made to the parent by the Principal in Week 9, asking the parent to attend a meeting to discuss the situation and establish intent. A decision about how to proceed is then made.
5. If payment is not received by the following term, a reminder sticker is attached to the new term's account.
6. If payment is not made by the due date of the following term, a reminder letter is attached to reminder statement (*Attachment 4*).
7. If no action is taken, individual cases will be reviewed by the Principal for referral to the School Board.
8. Account placed in the hands of a debt collection agency. CEO informed.

Confidentiality will be maintained within the Board.

SCHOOL FEES COLLECTION OVERVIEW

PROCEDURAL STEP	END OF WEEK	ACTION
1	1/2	Accounts distributed
2	2-4	Remissions sought Appendices 1, 2 & 3
3	5/6	First Reminder distributed
4	9	Phone call
5	12	Reminder stamp attached to overdue statement
6	17	Matter referred to Principal and letter sent Attachment 4
7		Matter referred to School Board and if necessary, debt recovery action taken. CEO informed.

REFERENCE

CEO Policy and Administration Procedures Manual

Dear

Please find attached your School Fee Statement for Term 1_____. If you wish to discuss fee remission for this year, could you please email me (sue.dempsey@cg.catholic.edu.au) or phone the Front Office (6248 9818) to organise a meeting.

It is a requirement of the Catholic Education Office that all fee remission agreements be reviewed at the beginning of each year.

Yours sincerely

Principal

REMISSION INTERVIEW

Name/s: _____

Children's Names: _____

Class: _____

Outstanding account balance: \$ _____

Previous Remissions: \$ _____

Year: _____

Reasons for requesting remission:

Resolution:

- . non-financial contribution:
- .
- . financial contribution
- .

Principal

Parent/Guardian

Dear

Thank you for contacting me regarding your school fees. Please note that we have agreed to the following:

Fees for Term 1 : (amount)

Fees for Term 2, 3, 4 : (amount)

Non-financial contribution :

If all payments are received per this agreement, outstanding fees will be credited from your account at the end of the year. If you have any questions or your financial position changes, please contact me on 6248 9818 or email sue.dempsey@cg.catholic.edu.au

Yours sincerely

Principal

Dear

Please find attached your Fee Statement for Term_____.

As your account is now overdue, could you please make an appointment with me to discuss how we can assist you? Please ring 6248 9818 or email sue.dempsey@cg.catholic.edu.au

Yours sincerely

Principal

Approved by: School Board

Implementation Date: 2011

Revision Date: 2016