



School Fee Collection Procedures

SOURCES OF AUTHORITY

CEWA Policy	Stewardship
Executive Directive	School Fees Debt & Cash Management

AIM

On behalf of the Catholic Education Commission of Western Australia, St Joseph's School seeks to provide a high quality Catholic education with a fee structure that acknowledges both the socio-economic background of families and the need to collect fees in order for the School to operate effectively.

Whilst the School makes a commitment to the Church's special preference for the poor and disadvantaged, parents are expected to make a commitment to the School through the payment of fees.

SCOPE

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

PRINCIPLES

1. Fees are an integral part of the total income received by the School to operate effectively.
2. The School Advisory Council oversees the financial management of the School and delegates the collection of School fees to the Business Manager and Principal.
3. Fee concessions will be available, however, only after application to the Business Manager and/or Principal. Requests will be treated with dignity, compassion, justice and confidentiality.
4. Families will be entitled to a discount on Tuition fees on production of a means tested Health Care Card, Veterans Affairs Card or Pension Card to the Business Manager at the start of the school year. [Reduced fees are shown on the Fee Schedule].
5. The Secondary Assistance Scheme [SAS] is made available through the Education Department to holders of a current Health Care Card, Veterans Affairs Card or Pensioner Concession Card. The scheme provides assistance for eligible students in Years 7-12. Forms must be filled out and witnessed by the Business Manager at the beginning of the year.
6. The inability to pay full school fees will not be a reason for excluding a child from St Joseph's School; however, in fairness to all families, the collection of school fees will be pursued where parents have the capacity to pay.
7. The principle of 'user pays' applies the collection of charges for excursions, camps and special activities which are deemed an essential part of the Curriculum. Whole class or year group activities may be added to the annual Fees Account.
8. The confidentiality of information related to school fees invoicing/payment is paramount.

PROCEDURES

The Annual Fees & Charges will be set by the St Joseph's School Advisory Council 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 the 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.

Accounts will be emailed to parents two (2) weeks after the commencement of Term 1. Payment of the account can be made via cash, bank transfer or a Direct Debit (DD) or Direct Credit (DC) arrangement in order to spread the cost over the whole year. If you are not using bank transfer or a DD/DC arrangement, payment of the account can be made upfront or spread out over three (3) equal instalments during Terms 1, 2 and 3.

Reminder statements will be sent out after the commencement of Terms 2 and 3.

Collection of Overdue Fees

The following actions will be taken when collecting overdue fees:

1. A written communication will be sent to the parents/guardians, bringing to their attention the overdue balance.
2. Should there be no response within 14 days, the school will contact the people responsible for fee payment by phone to discuss the overdue fees and payment options.
3. If an arrangement to discuss the overdue fees cannot be made, or no action results after another 14 days, a formal registered letter from the Principal will be sent to remind parents of their financial obligations. This letter will include an invitation to discuss the matter with the school and a specified timeframe for a response.
4. Should there be no response or action within 14 days of the letter, the Principal will send a formal registered letter with a final notice. The letter should seek payment and outline the possible outcomes if payment is not received within the specified timeframe. This could include legal action.
5. Should there be no response or action within 14 days of the letter (*Letter 2: Final Fee Notice*), the Principal may engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs.
6. If the debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, the Principal may consider initiating court proceedings through a [General Procedure Claim](#) to obtain judgement. Before this is done, the Principal shall inform in writing the Executive Director of CEWA.
7. Before any enforcement proceedings are taken, the Principal must obtain written approval from the Executive Director of CEWA.

Authorised by	Andrea Woodgate	Signature:	
		Date: 14 Jan 2022	
Effective Date:	Jan 2022	Next Review:	2024

