



School Fees Collection Policy

Reviewed: 2017 Date for next review: 2020

Rationale

On behalf of the Catholic Education Commission of Western Australia, St Joseph's School Northam 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.

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 Northam Catholic School Board has the responsibility for the financial management of the School and delegates the collection of School fees to the Business Manager and Principal.
3. In acknowledging 'the preferential option for the poor' 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.
Families will be entitled to a discount on Tuition fees on production of a 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].

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 \$235 assistance for eligible students in Years 8-12. The scheme also provides each student a Clothing allowance of \$115 and is paid directly to the family nominated bank account. Forms must be filled out and witnessed by the Business Manager at the beginning of the year.

4. 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.
5. 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.
6. The confidentiality of information related to school fees invoicing/payment is paramount.

Procedures

The Annual Fees & Charges will be set by the Northam 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.

Accounts will be mailed to parents two (2) weeks after the commencement of Term 1. Payment of the account can be made via a Direct Debit (DD) or Direct Credit (DC) arrangement in order to spread the cost over the whole year. If you are not using 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.

Where parents have not paid their account, the following will apply:

- a series of graded letters and phone calls will request repayment;
- if parents do not communicate, or come to an arrangement to pay fees, then they will be advised that a debt collection agency or solicitor will be engaged to recover outstanding fees and associated collection charges. Alternatively, or in addition, following approval from the Executive Director of Catholic Education, a Summons may be issued.