



FEE SETTING and COLLECTION POLICY

First Written	2002
Reviewed	2012 2019
Due for Review	2022

1. RATIONALE

The Catholic Education Commission of Western Australia (CECWA) has a responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, while embodying the Church's preferential option for the poor and disadvantaged (Mandate, p 50), insofar as this is possible.

Schools are reminded that it is essential to minimise potential barriers for parents such as fees and other costs (Mandate, p 7), and to keep costs to parents as low as possible (Mandate p, 38). Schools need to avoid material ambitions that might lead to higher fees and force them into giving counter-witness (Mandate, p. 22).

Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools. Parents are required to make a commitment to support Catholic education financially by paying fees as a necessary contribution to the costs of delivering a Catholic education.

2. PRINCIPLES

1. St Joseph's School shall ensure that school fees reflect the socio-economic status of the school community, in the context of the policy rationale.
2. Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from St Joseph's School.
3. The collection of school fees shall be approached in the spirit of Christian charity and justice.
4. The withholding of access to students from normal pastoral and curriculum provision shall not be used as a fee collection strategy.
5. Families with limited capacity to pay school fees have an entitlement to claim a fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
6. Families with eligible means tested family concession cards have an automatic entitlement to tuition fee concessions.
7. The confidentiality of all information pertaining to parents and/or guardians and the payment of school fees shall be maintained, as mandated in legislation.
8. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

3. PROCEDURES

1. Annual fees and charges, including maximum increases shall be set each year by the School Board, in accordance with CECWA policy and communicated to families in a timely manner.
2. Discounts will be given for the second, third and subsequent children in accordance with CEWA guidelines.
3. Discounts will be given for holders of Family Health Care Card in accordance with CEWA policy.

Concessions will be negotiated with the Principal for families in need. The Principal may, from time to time, request financial information from families to support applications for fee concessions or any other concessions.

4. On application for enrolment, parents/guardians are provided with the school's fee schedule. Accounts include:

- Tuition Fees
- Building Levy
- Amenities Fee
- Insurance
- Curriculum levy
- School Resources

5. The School Fees Setting and Collection Policy and Annual Fee Schedule are made available on the school website.
6. Early in Term 1, families will be issued an invoice for the annual fee amount.
7. Fees may be paid by any of the following methods:

- Annually
- In installments
- By direct debit
- By special arrangement with the Principal

8. Partial payment of fees is required each term. Should there be no payment received during a school term, the Principal will make contact with the family.
9. Where there has been no response to all reasonable attempts to negotiate a fee repayment strategy, further action may be required and parents/guardians will be notified of this.
10. Documentation shall be kept on each attempt to resolve the problems of outstanding fees.
11. Parents/guardians are notified that the services of a debt collection agency may be engaged to recover outstanding fees.
12. Confidentiality of all information pertaining to parents/guardians and the payment of school fees is guaranteed.