



*St Cecilia's Catholic Primary
School*

SCHOOL FEES: SETTING AND COLLECTION POLICY

*St Cecilia's Primary School
Vision Statement*

St Cecilia's Catholic Primary School is a multi-cultural Catholic School where staff, parents and students strive to provide a secure environment concerned with the spiritual, moral, social, emotional and intellectual development of each person. We endeavour to create an atmosphere of openness, mutual respect and loyalty within the school community.

Written 2011
Reviewed 2018, 2019
Next Review: 2022

CEWA School Fees and Collection Policy: 2-C12

1. Rationale

The Catholic Education Commission of Western Australia has a responsibility to make 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.

St Cecilia's needs to minimise the 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). St Cecilia's needs to ensure material ambitions are not put before giving witness.

St Cecilia's has a responsibility to communicate the financial constraints under which they operate to parents enrolling their children here.

Parents are required to make a commitment to support Catholic education financially by paying fees as a necessary condition to the costs of delivering a Catholic education.

2. Definitions

2.1 School Fees

School fees shall include the total cost of educating a child and comprises: tuition fees; levies (IT), and other charges; book levy, insurance, compulsory excursions, camp fees, amenities, building levies.

2.2 Application Fee

The fee associated with processing an application for student enrolment into the school.

2.3 Enrolment Deposit

School fees paid in advance as a deposit, associated with securing a student enrolment into a school, after an offer of enrolment has been made by the school.

2.4 Role of the School Board

The school Board at St Cecilia's is responsible for the financial management of the school, including the setting and collecting of school fees in accordance with the policies and guidelines of the CECWA.

3. Principles

3.1 The collection of school fees shall be approached in the spirit of Christian charity and justice.

3.2 Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic School.

3.3 The School Board, or School Council in the relevant Order accountable schools, has the responsibility for the financial management of the school and consequently, is responsible for the collection of school fees.

3.4 Schools shall ensure that school fees reflect the socio-economic status of the school community.

3.5 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.

3.6 Families with eligible means-tested family concession cards have an automatic entitlement to tuition fee concessions.

3.7 The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.

3.8 Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.

3.9 Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

4. Procedures

4.1 School fees are to be announced to the school community before the end of the previous school year. Fees and all discounts, including CECWA's Health Care Card Discount Scheme, shall be clearly advertised and easily accessible to parents. This includes fee brochures, school websites and parent newsletters.

4.2 The Principal may, from time to time, request financial information from families to support applications for fee concessions or any other concessions.

4.3 Families that are holders of an eligible means-tested family concession card are required to provide evidence that their card is valid for the academic year.

4.4 On application for admission, parents and/or guardians will be provided with the school's fee policy.

4.5 Acknowledgment of the fee collection procedures shall be on the Application for Enrolment form which shall be signed by both parents and/or guardians. In the case of a sole custodial parent or guardian, one signature will suffice.

5. Fee Setting

5.1 Annual school fees shall be set by the School Board during the budget process each year. Increases to total school fees shall be in accordance with the maximum increase parameters annually set by the CECWA.

5.2 Application for Enrolment fees at St Cecilia's is \$55.00 and is non-refundable.

Fee Discounts

5.4 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.

5.5 CECWA introduced the Health Care Card Discount Scheme in 2005 to provide an automatic fee concession for the holders of eligible means-tested family concession cards. This discount shall be implemented across all year levels, from Kindergarten to Year 12.

The total discounted school fees for holders of eligible means-tested family concession cards are set as follows:

Kindergarten to Year 6	\$300.00 per student
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These school fees shall be annually reviewed by the CECWA, based on the changes to the eligibility income thresholds, and shall be communicated to schools by the CECWA office during the budget process each year.

Family building levies shall be charged at the corresponding percentage of the Health Care Card school fee

Kindergarten to Year 6	30% of HCC fee	\$90.00 per family
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Discounts to families

5.6 Families with siblings enrolled in Kindergarten through to Year 6 in at St Cecilia’s are entitled to a level of family discount that shall be determined by the School Board as outlined below

2nd child enrolled	25% of that child’s tuition fees
3rd child enrolled	50% of that child’s tuition fees
4th child enrolled and beyond	100% of that child’s tuition fees

5.7 Kindergarten fees shall be charged as a proportion of the respective Year 1 fee. Discounts only apply to kindergarten students enrolled in Tuesday, Wednesday and Thursday classes. Monday and Friday classes will be charged the full amount.

5.8 All students and families are eligible for sibling discounts including families who receive automatic tuition fee discounts as holders of eligible means-tested family concession cards.

6. Fee Collection

6.1

- Fees and their payment will be discussed with parents at the time of enrolment. Relevant information on school fees and the specific school policy shall be made available at that time
- St Cecilia’s has multiple ways and frequencies for parents to pay e.g. debit card, credit card, direct debit or bank transfer. Fees can be paid as a one off annual payment or by direct debit payments of weekly, fortnightly, monthly, quarterly or half yearly
- A full statement of fees payable for the year should be provided to each parent at the start of the school year and periodic statements (e.g. Per term) follow
- On request, an annual fee statement will be provided to the parents

6.2 The case of parents who are able but unwilling to pay fees can be problematic for schools. Every effort must be made to help parents understand their obligations as a matter of justice to the whole school community. The recovery of unpaid fees, particularly if this involves legal action, must be approached humanely and sensitively to protect the child as much as possible from the public embarrassment that could arise.

6.3 The steps to be taken in relation to the collection of unpaid fees are as follows:

- A written communication (e.g. SMS) shall be sent to the parents, bringing promptly to their attention the outstanding balance.
- Should there be no response in 21 days, an appropriate person(s) shall, confidentially, contact the parents by phone to discuss the outstanding fee
- If the personal approach cannot be made, or no action results from it within 14 days, a formal letter from the school Principal should be used to remind parents of their financial obligations. This letter should include an invitation to discuss the matter with the school and a specified timeframe for a response
- Should there be no response or action within 14 days of the letter, the school Principal shall contact the parents directly to ascertain the reasons why no payment has been made
- If, despite this last contact, there is no response or action the school Board may approve to engage the services of a debt collection agency to recover outstanding fees and any additional costs.
- In the event that the debt collection agent is not successful in contacting parents or in establishing a debt repayment plan, schools may consider initiating court proceedings. Before this is done, schools shall inform in writing the Executive Director of Catholic Education
- Before enforcement proceedings are taken, such as Property Seizure and Sale Order, Earnings Appropriation Order, or any other enforcement action, written approval shall be obtained from the Director of Catholic Education
- Schools shall keep comprehensive documentation of each attempt to resolve the problems of outstanding fees
- Under no circumstances can a child enrolled in a school be refused on-going enrolment because their parents have not paid fees