

ST CECILIA'S CATHOLIC PRIMARY SCHOOL
PORT HEDLAND

SCHOOL FEE 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
Due 2021

CEWA School Fees and Collection Policy: 2C-12

FEE ASSISTANCE

Health Care Card/Pension Concession Card Fee Discount Scheme

Parents and guardians who are responsible for the payment of school fees and hold a current means tested Family Health Card or Pensioner Concession card are entitled to discount on tuition fees.

To access this scheme parents and guardians will need to show a valid Health Care Card or Pensioner Concession card and complete an [application form](#), available from the school office. Holders of cards that expire before the end of Term Three will need to show their new card, once issued for the discounts to continue to the end of the year.

PAYMENT OPTIONS

There are several options available to assist parents in meeting their school fee obligations.

1. Payment of the year's fees in advance.
2. Payment of fees by semester (accounts are sent home each semester)
3. Payment of fees by weekly, fortnightly or monthly instalments on Direct Debit.
4. Payment of fees using EFTPOS facilities.

Parents experiencing difficulties with fees payments are asked to arrange a meeting with the Principal to discuss options.

The minimum value option to be paid will be sufficient to recover the full value owed over a 12 month period. The Principal will assess individual cases, of hardship, on a case-by-case basis.

ACCOUNT NOTICES

Fee accounts are sent out Week Four of Term 1 and Week Four of Term 3.

Fees to be paid by the end of each Term.

OVERDUE LETTERS

Where payment has not been received by St Cecilia's by the due date stated on the letter an overdue letter will be sent to serve as a reminder of the value outstanding. The options available for repayment will be clearly outlined with a due date to respond by.

It is preferred that each family contact St Cecilia's to discuss their payment options. The school has the latitude to be flexible to suit your current requirements.

If there has been no response from the family after receiving their overdue letter, a courtesy phone call will be made to assist with any payment arrangements.

If payment arrangements cannot be reached after the above processes have been followed, any overdue monies will be referred to our collection agency for recovery.

Attachment A is a copy of the Overdue Letter



St Cecilia's Catholic Primary School

(Date)

(Family address)

Dear *(Family Surnames)*

RE: Outstanding School Fees *(Semester or year applicable)*

We would like to advise that you have an outstanding amount of *(\$ amount owing)* in school fees from *(Semester and/or Year)*. This amount was required to be finalised *(by the due date or prior to your departure from St Cecilia's Catholic Primary School. - whichever is applicable)*.

We advise that the account is well overdue and it would be appreciated if you could attend to this matter by *(14 days from date of letter)*, following which the School will have no option but to place this matter with our debt collectors.

Yours sincerely

Mr Peter Allen
Principal