



Topic:	Setting and Collection of School Fees
Policy No:	2-C12
Policy Area:	Stewardship
Date Promulgated:	1995
Date for Review:	2022

DEFINITION OF FEES:

For the purpose of this policy statement, School Fees shall include the total cost of education a child and comprises: tuition fees; levies (including IT levies); and other charges (e.g. insurance, compulsory excursions, camp fees, amenities, building levies, etc.).

PRINCIPLES:

1. The Collection of school fees must be approached in the spirit of Christian charity and justice, and demonstrate the school's commitment to the Vision Statement—*With Christ as our model, we seek to nurture our community in an environment that enables all to grow.*
2. The St. Lawrence's Catholic School Board has the responsibility for the financial management of the school within guidelines and framework as set out by CECWA, and consequently is responsible for the collection of fees, and actively pursues the collection of same.
3. St Lawrence's Catholic School has a policy that no child will be deprived of an education at St. Lawrence's due to their parents' inability to pay school fees due to severe financial hardship. The School Board has delegated the responsibility for assessing the ability of these families to meet all of part of the fees to the Principal. These cases will be reviews at the commencement of each term.
4. All parents will be informed in writing of the school's fee structure on enrolment, including information relating to concessions available. Where appropriate, at the discretion of the principal, parents will be advised of the provision for the full or partial waiver of school fees due to severe financial hardship. All such request shall be treated with dignity and compassions.
5. Automatic tuition fee discounts for holders of eligible means tester family concession cards shall be as advised by CEWA during budget process each year.
6. The level of sibling discounts shall be that which is provided by CEWA as a guide:
 - i. 1st Child - 0%
 - ii. 2nd Child - 20%
 - iii. 3rd Child - 40%
 - iv. 4th Child and beyond - 100%
7. Confidentiality of all information pertaining to parents and payment and they payment of school fees is guaranteed.
8. Where parents do not pay school fees when they have the financial capacity to do so, the St. Lawrence's School Board delegates responsibility to the Prinicipal to initiate the fee collection procedures as outlined below.
9. Fees will be deemed overdue if not paid by the date as indicated on each term fees.

PROCEDURES:

1. School fees will be announced to the school community before the end of the previous school year. Fees and all discounts, including CECWA's Health Care Card (HCC) Discount Scheme will be advertised in the school newsletter, website and fee brochures.
2. Prior to invoicing of annual fees, reminder notices will be emailed or sent out, requesting payment of overdue fees where a payment arrangement is not already in place. Families who do not make payment or contact the school to make a payment arrangement will be contacted requesting payment or arrangement prior to invoicing of new fees.
3. An annual account will be sent to parents each year, listing current fees and overdue accounts. Payment options are as follows:
 - a) one upfront payment or
 - b) four equal payments due prior to the end of Term 1-3, and week six of Term 4
4. Reminder accounts are sent by the week three of each term.
5. Families with an outstanding balance of greater than one term's fees are requested by telephone/letter/email to meet with the principal to discuss the issue. In these cases, all correspondence is signed by the Principal, on behalf of the School Board. All correspondence is noted and filed by the Finance Officer.
6. If no response is received within 14 days, a further request made by letter/telephone/email will be issued.
7. If, after a further 14 days, no response is received, a letter will be sent to the parents, advising them that unless contact is made with the Principal within 14 days, the matter will be handed to a collection agency.
8. Any agreement to pay will be obtained in writing, clearly outlining the terms and conditions of the agreement.
9. All contact with parents during this process is to be clearly documented, and kept on a file created for the purpose.
10. On advice from the debt collection agency or a solicitor, the School Board will issue a summons of the collection of unpaid fees and related costs.
11. A Warrant of Execution or an Order of Commitment can only be issued following approval from the Director of Catholic Education Western Australia.

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