



# St Joseph's School

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## School Fees and Collection Policy 2018

### INTRODUCTION:

1. School Fees shall be considered to include tuition fees; amenities fees, any levies and are all payable by families who have the means to do so.
2. The School Fees are set annually by the School Board, who are responsible for the financial management of the school. The school fees reflect those of similar Catholic schools and are only increased in accordance with the Catholic Education Commission of Western Australia guidelines or as approved by the Director of Catholic Education of WA.
3. The collection of school fees is approached in the spirit of Christian charity and justice. No Catholic child is to be denied a place in a Catholic school due to financial circumstances. Families with limited financial resources and means tested family concession card holders have an entitlement to claim some form of fee concession. Requests for fee concession shall be treated with dignity, compassion and confidentiality.
4. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payments of school fees.
5. In order to assist future planning of resources, **parents are required to advise the school in writing a term in advance (10 weeks) of their child's departure**, unless it is in their graduating year. Failure to do this will result in parents being charged a term's tuition fee, except in extenuating circumstances at the Principal's discretion.

### PAYMENT:

1. Tuition fees are set to contribute to the cost incurred in educating a child for the year and **are payable per child in advance**. The Amenities Fee is also based per child and contributes to incursion, excursion, swimming lessons etc, (excludes camp and Sacramental costs) and the many consumable costs incurred in the process of teaching and learning.
2. The Building Levy is charged per family and is used to debt service loans for past buildings and used to raise funds for any future capital development programmes.
3. Sacramental Programs for Year 3 (Reconciliation), Year 4 (Holy Communion) and Year 6 (Confirmation) are included as an extra to the School Fees. All students (Catholic and other than Catholic) participate in the Sacramental preparation programs.
4. The Parents and Friends Levy is also payable per family and is used to contribute towards resources for student use, as determined by the Parents and Friends Association.
5. The Literacy and Numeracy Levy is charged to families to assist in the maintenance and renewal of Literacy & Numeracy resources which are most needed in providing student-centred learning programs.

6. Sibling discounts apply for the second, third, fourth and subsequent children on the tuition fee Kindy to Year 6.
7. Fees are pro rata for any child who enrolls during the year and reimbursements will be given for any child who leaves during a term, having paid the term fees in full.
8. For convenience, families also have the option of paying school fees in advance.

**COLLECTION:**

1. The payment of fees is part of the contract of enrolment and is essential for the efficient financial management of the school. Where parents have the financial means to pay the fees, the payment of fees will be actively pursued.
2. School Fees will be issued once a year in February. Payment options are available including an annual payment or regular instalments on a monthly, fortnightly or weekly basis. The payment instalments that are made will need to be **paid off the full amount by no later than the end of October** of the current year. Parents who have not paid fees within that time will be issued with a reminder notice. Parents who have not made other arrangements with the Finance Officer or the Principal for payment of the fees will be considered a “bad debt” and further action, as set out below, will apply.
3. Where parents have refused reasonable attempts to negotiate a fee payment strategy and further action is required, the school will: document all attempts to resolve the problems of outstanding fees; parents will be notified that the services of a solicitor or debt collection agency will be engaged to recover outstanding fees; a summons can be issued, with the approval of the Director of Catholic Education, and judgement entered against the parent. **Any additional costs for this process will be added to the account in accordance with Catholic Education Office policy.**

**STRUCTURE:**

Fees for Preprimary to Year 6 for 2018 are:

	Tuition	Amenities	Building Levy	P and F Levy	Literacy & Numeracy Levy	TOTAL
One child	\$ 700.00	\$190.00	\$140.00	\$70.00	\$80.00	\$1,180.00
Two children	\$1,260.00	\$380.00	\$140.00	\$70.00	\$80.00	\$1,930.00
Three Children	\$1,680.00	\$570.00	\$140.00	\$70.00	\$80.00	\$2,540.00
Four children	\$1,680.00	\$760.00	\$140.00	\$70.00	\$80.00	\$2,730.00

Fees for Kindergarten for 2018 are:

	Tuition	Amenities	Building Levy	P and F Levy	Literacy & Numeracy Levy	TOTAL
One child	\$350.00	\$170.00	\$140.00	\$70.00	\$80.00	\$880.00