

**ST PAUL'S PRIMARY SCHOOL**  
**Learoyd Street, Mount Lawley**



## **SCHOOL FEES: SETTING AND COLLECTION POLICY**

### **RATIONALE:**

As a Catholic school, operating as part of the Catholic Church, we have a vital mission, to provide a Catholic education for the children of families in our Parish. There is an obligation on us, as a school community, to ensure that families, who desire their children to be education in their faith, can do so without fear of prejudice on the grounds of financial concerns.

It is acknowledged that State and Commonwealth funding does not provide all of the money necessary to maintain the operation of the school. We are dependent upon the financial contributions of the families within the school to maintain the best possible level of educational service that we provide. There is therefore an obligation on the part of families with children at St Paul's to contribute to the cost of running the school. This obligation, termed "school fees" for the purposes of this policy, incorporates tuition fees, amenities fees, various levies and other charges. In the interests of justice and equity for all members of our school community there is the expectation that all families will contribute to the collection of school fees according to their ability to do so.

### **PRINCIPLES:**

To ensure that there is equity and justice in all financial matters relating to school fee collection, the following principles will apply:

1. The collection of school fees shall be approached in the spirit of Christian charity and justice.
2. The inability to pay school fees will not be a factor in determining the acceptance or enrolment of a family into the school.
3. The inability to pay school fees will never be a reason for the exclusion of a student from the school.
4. The inability to pay school fees will never be a reason for the withdrawal or withholding of services to the student.
5. In a spirit of Christian charity and justice the School Board will actively pursue the collection of school fees by those families with the capacity to pay.

6. In the practice of Christian charity all applications for fee concessions will be treated with dignity, compassion and confidentiality.
7. All information pertaining to parents and the collection of school fees will be treated with the utmost confidentiality.
8. Any changes to the School Fee Policy will generally be communicated to parents and the school community at the Combined School Board and P&F AGM in November, or at least four weeks prior to the proposed implementation date.
9. The School Board shall ensure that in setting the school fees each year, they do not exceed the recommended increase set by the Catholic Education Commission of Western Australia.

**Procedures for Payment of School Fees:**

1. School fee accounts will be sent out during week 3 of the first term and during week 2 of terms 2 and 3.
2. Term fee accounts are to be paid by end of week 5 of the term in which they are issued.
3. Fees may be paid by cheque or cash at the school office during normal office hours or via B-Pay.
4. School fees may be paid on a weekly, fortnightly or monthly, term or annual basis.
5. Any parent seeking relief or concession or a variation of their school fees is encouraged to contact the Principal to discuss the matter and complete a Variation of School Fee Schedule.

**Procedures for Payment of Outstanding School Fees:**

1. School fee accounts will be sent out during week 3 of the first term and during week 2 of terms 2 and 3.
2. Term fee accounts are to be paid by end of week 5 of the term in which they are issued.
3. If payment has not been received by the commencement of week 6, a reminder account will be issued. Parents have 14 days from the date of the reminder account in which to either pay the account or contact the Principal to discuss an application for a Variation of School Fees Schedule. The onus is on the parent to initiate contact with the Principal.
4. If payment, or contact with the Principal, has not been made by the commencement of week 8, a first and final letter will be issued. This letter will notify the parent of the intention to take further action, if the parent fails to pay the account or contact the Principal to discuss a Variation of School Fees Schedule within 7 days of the date of the letter.
5. If, at the end of that 7 day period, (week 9) payment has not been made or there has been no contact with the Principal to discuss a Variation of School Fees Schedule, the matter will be referred to a debt collection agency, for collection of all outstanding fess.
6. A week refers to school weeks of that current term.

# STRICTLY CONFIDENTIAL

## ST PAUL'S PRIMARY SCHOOL

Learoyd Street, Mt Lawley

Phone: 9271 8593

### VARIATION OF SCHOOL FEES SCHEDULE

Please complete all sections as fully as possible. This information is to be kept strictly confidential.

1. **Surname:** \_\_\_\_\_
2. **Christian Name:** \_\_\_\_\_
3. **Address:** \_\_\_\_\_
4. **Telephone:** \_\_\_\_\_(work) \_\_\_\_\_(home) \_\_\_\_\_(mobile)
5. **Please detail your reasons for seeking this variation in school fees:** -----  
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I accept the above and declare that the information I have provided is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

The Principal, on behalf of the School Board, has agreed to accept the weekly/fortnightly/monthly payment of \$\_\_\_\_\_ from \_\_\_\_\_ for the duration of this year unless the financial circumstances of the family improve.

**Signature of Principal:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_