



TOPIC	School Fees Setting and Collection
DOMAIN	Stewardship
POLICY No.	2-C12
ORIGINALLY RELEASED	1994
DATE FOR REVIEW	2018

Our Vision

Our Lady of Lourdes Catholic Primary School seeks to offer excellence in education, enlivened by the Life and teaching of Jesus Christ in a school community where the dignity of each person is valued.

School Motto

'Honor Pretiosor Auro'

Honour is more precious than gold

Our motto reminds us to look to Jesus Christ, whose life and teaching inspire us to live life with honour, seeking justice for all.

RATIONALE:

Our Lady of Lourdes Primary School supports The Catholic Education Commission of Western Australia (CECWA) in its responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged. Our Lady of Lourdes Primary School has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children in the school. Parents are asked to make a commitment to support the school's education programme financially by paying fees.

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

DEFINITION:

For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (e.g. excursions, camp fees, amenities etc.).

In diocesan accountable schools, such as Our Lady of Lourdes Primary School, School Boards have a managerial role with regard to the setting and collecting of school fees.

PRINCIPLES:

1. All schools shall have a direct relationship between school fees and the socio-economic status of the school community.

2. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
 3. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
 4. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Our Lady of Lourdes Primary School.
 5. The withholding of services to students will not be used as a fee collection strategy.
 6. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.
 7. Families with limited financial resources and means tested family concession cardholders e.g. (Health Care Card) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
 8. Where parents and/or guardian have the capacity to pay fees, the collection of school fees shall be actively pursued.
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PROCEDURES:

1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment parents will be provided with the school's fee policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parents about the school's fee policy can be given at the initial enrolment interview).
3. The School Board shall determine the level of sibling discounts. The following discount levels apply:

1st child	0%
2nd child	20%
3rd child	40%
4th child & beyond	100%

4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. The CECWA decision regarding automatic tuition fee discounts for the holders of eligible means-tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools by Catholic Education WA during the budget process each year.

6. School fees comprise the following:

a) Building Levy:

The Building Levy is charged on a per family basis. Income from the Building Levy is used for capital items, e.g., repayments on loans for buildings as determined by Catholic Education of Western Australia.

b) P & F Levy:

This voluntary levy is collected by the P & F via the school fee account to limit fundraising during the course of the year.

c) Amenities Fee:

The Amenities Fee is charged per child. The money is used to purchase a wide range of textbooks, stationery, art and craft materials and other sundry items consumed by the children during the course of the year. IT Levy, athletics and copying charges are also included.

d) Excursions

Includes all excursions and incursions during the year, swimming lessons, Edu-dance and sporting activities.

e) Sacramental Programme Fees and Student Insurance

These fees are charged separately.

f) Year Six Camp and Graduation Shirt:

These fees will be added to the yearly account.

g) Application for Enrolment Fee:

A \$100 Application Fee is charged to ensure places sought are bona fide. If the place available is not accepted, the Fee is not refundable.

7. Terms of Payment:

School Fees are payable on receipt of statement. A 3% discount is offered on the tuition fees component only, to families who pay the full annual amount by a set date early in the school year. If this option is not exercised, then the school fees can be paid by instalments by completing the fee payment form.

8. Payments Options:

Fees may be paid by cash, cheque, Direct Debit – from bank account or credit card, BPAY or EFTPOS. Families are required to complete a Fee Payment Form to indicate how and when they will be paying.

9. Collection of Outstanding Fees:

Our Lady of Lourdes Primary School shall ensure that, prior to taking legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. The following procedures to negotiate a fee repayment strategy will be as follows:

- a) Should the parent/guardian ignore the request for payment of school fees and charges, a phone call will be made about the non-payment of fees. Dependent on the outcome of the conversation, this may be followed by written correspondence or a meeting with the Principal.
- b) Should the parent/guardian fail to respond to all reasonable efforts to collect the outstanding fees, another letter will be sent advising that the matter will be handed to a debt collection agency or solicitor for recovery action. Any additional costs will be added to the account.

10.Reimbursement of fees:

In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees due for that term. Reimbursement will be made for any remaining full terms.

Fees paid on an annual basis will be reimbursed for any remaining full terms.

If the annual fee was paid early and thereby attracted a discount, reimbursement may be offered but a re-calculation will be carried out so that the discount is cancelled. Individual cases will be treated on their own merits and the Principal's decision will be final.

11.Mid-term enrolment:

A family enrolling a child mid-term will be charged for the number of weeks remaining in that term plus any additional full terms remaining in that school year. Other charges will be charged pro-rata.

12.Enrolment:

No family will ever be refused a place in the school because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.