



SCHOOL FEES: SETTING AND COLLECTION

RATIONALE

In accordance with CEWA policy, St Joseph's School endeavours to make available the opportunity for a Catholic education to all Catholic students whose parents seek a Catholic education for them, insofar as is possible, embodying the Church's special preference for the poor and disadvantaged. It is in Christian faith that we seek justice for all members of our community by being fair in our expectations of parents/guardians to support financially the needs of the school community. We do this by actively pursuing the collection of school fees where the parents have the capacity to pay.

The practice of justice and charity requires that requests for fee variations be treated with dignity, compassion and confidentiality and the ability to pay school fees that shall never be the reason for non-enrolment or exclusion of any child from St Joseph's School.

PROCEDURES

Annual fees and charges, including maximum increases shall be set each year in consultation with the School Advisory Council and in accordance with CECWA policy and presented at the CAN, on the School Website and in the School Newsletter.

On application for enrolment, parents/guardians are provided with the school's fee schedule. Accounts include:

- Tuition Fees
- Building Levy
- IT Levy
- Amenities Fee
- Incursions
- Year 6 Camp (where applicable)
- Year 6 Graduation Shirt (where applicable)

The School Fees Setting and Collection policy is explained and parents are reminded of their commitment to pay school fees at the enrolment interview.

School fee accounts are distributed via Australia Post to parents/guardians by the end of Week 2 in Term 1. And then regular Statements are sent out 1-2 times per term.

Payment in full is required by the end of Term 3 and any family having difficulty in paying their account should make an appointment to speak with the Principal, otherwise a reminder will be mailed out.

Where there has been no response to all reasonable attempts to negotiate a fee repayment strategy, further action is required and parents/guardians will be notified of this.

Documentation shall be kept on each attempt to resolve the problem of outstanding fees.

Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.