



SCHOOL FEE POLICY

The following policy must be interpreted in the light of St Joseph's Primary School Vision and Mission Statement and read in conjunction with the Enrolment Policy.

As a Catholic Parish school, St Joseph's Primary School income is derived from various sources including Government grants and school fees.

The level of fees charged must be sufficient to support the educational program of the School and will be reviewed annually by the Principal and the Parish Finance Committee. The financial needs of the School and the ability of the school community to meet these fees will be taken into account. This will be finalised by December for the forthcoming year.

While a child is enrolled at the school, irrespective of whether the child is present or not, school fees will be charged.

Scope

Fees include a Base Fee per student and a School Services Levy per family, and any other fees as determined 'essential' to the operations of the School.

Payment Terms

Families are billed on an annual basis for all relevant fees. Base Fees are charged on a term basis early in each term for each student enrolled. All charges are to be paid by their due dates which are outlined on the annual fees statement. A non-refundable school services levy will be charged per family. This levy will be billed on the Term 1 account and due in March. For families who have students enrolled at more than one Macleay Valley Catholic Parish school, 100% of the school services levy will be billed by the school where the eldest child attends.

At the time of enrolment, families will be issued with a copy of the Fees Schedule. This is also available on St Joseph's Primary School website.

If three or more siblings are enrolled in Macleay Valley Catholic Parish schools, a discount on tuition fees will be given.

International students will be required to pay a full fee paying overseas student levy in addition to school fees.



Where a parent/guardian believes financial circumstances have arisen that will prevent or delay the payment of the school fee account, a variety of options are available:

a. Extension of Time

If an extension is required, please contact the School Fees Administration Officer prior to the due date.

b. Payment Plans

Payment of school fees by regular instalments can be arranged and calculated with the help of our School Fees Administration Officer. It is an expectation that all accounts are cleared by the last day of the school year or as negotiated with the Principal and / or School Fees Administration Officer. Regular payments may be made from a bank account via BPAY, the Compass App or Centrepay. Payments can also be made at the School Office via EFTPOS. These payments are required to be increased by the families each year and all payment plans will be reviewed and renegotiated yearly with required adjustments to be made accordingly by the families.

c. Fee Concessions

In cases of financial hardship, an application may be made for a fee concession.

Fee concessions will be granted according to need, however there is an expectation that a minimum contribution is made by all. Fee concessions are reviewed annually. The Principal, is authorised to grant school fee concessions to families in need. Families who are experiencing financial difficulties are encouraged to make contact with the School Principal. Ongoing communication is key to supporting families facing financial hardships. All matters are dealt with on a confidential basis.

For those families experiencing short or long-term genuine inability to pay fees, we are committed to providing support to ensure that enrolment is not compromised. Please contact the Principal and/or School Fees Administration Officer for further information.

Recovery of Unpaid Fees

In fairness to families who pay their school fees regularly and on time, St Joseph's Primary School will follow up all overdue school fee accounts.





Overdue accounts, including those where agreements for the payments have not been honoured, will result in a review of the student's continuing enrolment at the School and may impact on future sibling enrolments.

As a last resort due to non-payment of fees, students may be excluded from any non-compulsory activities as determined by the Principal after consultation with the School Fees Administration Officer.

The procedure for unpaid fee collection is as follows:

1. A reminder statement/notice/letter will be issued within 21 days to any family who has not settled their school fee account by the due date where a payment plan or other arrangements is not in place.
2. If payment or a suitable response is not received within 7 days of the reminder statement, contact with the parent/guardian will be made via telephone, mail or email.
3. If after a further 7 days from this second reminder, satisfactory arrangements have not been reached, a request from the Principal will be sent requesting either payment or an appointment to discuss the outstanding account.
4. If no contact has been made with the School, the account may be sent to the School's Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the School.
5. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.

Agreed Payment Plans

Our School offers families the opportunity of paying the school fee account by regular instalments over the course of the year. Regular payments may be made from a bank account, credit card, cash or Centrelink benefit. These payments must be calculated to ensure the school fees account is fully paid by the last day of the school year. Any extensions to these payment plans must be negotiated with the Principal and/or School Fees Administration Officer.

Split Fee Billing

For a family to request this service we require an application to be signed by both parties and each signature witnessed by either an independent witness or a school representative.





Any default in payment by any party in the arrangement may result in the fees being re-invoiced to the other party concerned without consent of both parties and a request for payment made. If payments are not honoured the account may be sent to the School's Debt Collection Agency to be recouped from all parties concerned and all costs associated will be at the family's expense. An application may also revoke any or all eligible discounts.

Start Enrolment

New students entering St Joseph's Primary School after the commencement of any term will be charged on a pro-rata basis for the remaining weeks of that term for the Base Fee and the School Services Levy.

Withdrawal of Enrolment

Fees will be payable for the whole term in which an enrolment is terminated, while the School Services Levy will be non-refunded.

For a reduction in fees, a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion.

Costs of any outstanding library books, devices and other related materials will be invoiced when not returned to the School. If any fees remain outstanding, they will be payable as per the normal payment terms and where appropriate, any fees in credit will be refunded.

Extended Leave/ Holding an Enrolment Place

Fees will be payable for the whole term in which extended leave is taken. For a reduction in fees a written request must be made to the Principal at the time of notification and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the school, and the number of previous leave occurrences. In the existence of a student waiting list, a reduction in fees will not be granted.

For further information, please phone the School on 6562 5501, or phone 65627200 to speak with the School Fees Administration Officer.

Policy Adopted: March 2020	Policy last reviewed: July 2023	Policy to be Reviewed: Ongoing within five years of last review
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