



## Policy Statement

REVIEWED 2014; 2015; 2016; 2017; 2019

### School Fees: Setting and Collection

#### Rationale

St Andrew's Catholic Primary School endeavours to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as it is possible, while embodying the Church's special preference for the poor and disadvantaged.

The School has a responsibility to communicate the financial constraints under which it operates, to parents enrolling their children. Parents are required to make a commitment to support Catholic education financially by paying fees.

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#### Definition

School Fees shall be considered to be tuition fees, levies and other charges (eg., camp fees, amenities, book hire, swimming lessons) The School Board at St Andrew's CPS has a managerial role with regard to the setting and collecting of school fees.

#### Principles

1. The collection of school fees shall be approached in the spirit of Christian charity and justice.
2. Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
3. The CECWA shall ensure the financial viability of group funded schools. The financial viability of Order accountable group funded schools and Order accountable non-group funded schools is ensured by the relevant Order.

4. The Principal, in conjunction with the School Board, has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
5. St Andrew's School shall ensure that school fees reflect the socio-economic status of the school community.
6. Families with limited capacity to pay school fees have an entitlement to claim a fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
7. Families with eligible means tested family concession cards have an automatic entitlement to tuition fee concessions.
8. The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
9. Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
10. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

## **Procedures**

At St Andrew's School specific issues to be addressed are:

- a recognition of the Church's preferential option for the poor and disadvantaged
- communication of the policy to parents
- details of any additional charges as well as information relating to fee concessions a timeline for the payment of accounts
- a process for negotiating the method of payment and the provision of concessions if required
- information regarding access to the various forms of government assistance
- procedures following non-payment, up to and including judgement
- guidelines specified in the Australian Competition & Consumer Commission (ACCC) and Australian Securities & Investments Commission (ASIC) Debt Collection Guideline: for collectors and creditors

This policy will be updated when necessary to reflect:

- a) any changes to the CECWA Policy statement 'School Fees: Setting and Collection'
- b) any legislative changes
- c) any community socio-economic considerations

The principal may from time to time request financial information from families to support applications for fee concessions or any other concessions.

On application for admission parents and/or guardians will be provided with the school's fee policy (any clarification needed by the parents and/or guardians about the school's fee policy shall be given at the initial enrolment interview). Acknowledgment of the fee collection procedures shall be on the 'Application for Enrolment' form which shall be signed by both parents and/or guardians. In the case of a sole custodial parent or guardian, one signature will suffice.

### **Fee Setting**

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. Application for Enrolment fees, if applicable to the school, shall be a maximum of \$35.00 or 1% of the annual tuition fee whichever is the greater and shall be non-refundable.
3. Acceptance of Enrolment fees, if applicable to the school, shall be no more than 25% of the annual tuition fee and shall be deducted from the first semester's tuition fees in the year of enrolment. Where circumstances beyond the control of parents result in an acceptance of enrolment not being fulfilled the Principal shall give consideration to a refund of the Acceptance of Enrolment fee.
4. Diocesan accountable schools wishing to exceed the maximum increase in school fees and charges shall obtain the prior written approval of the Director of Catholic Education.
5. Order accountable group funded schools wishing to exceed the maximum increase in school fees and charges shall first, after consultation with the Director of Catholic Education, obtain the prior written approval of the Congregational Leader.
6. 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 communicated to schools by the Catholic Education Office during the budget process each year.
7. The level of sibling discounts shall be determined by CEWA. As a guide, the following sibling discount levels are suggested for both primary and secondary schools:

1st child enrolled	0%
2nd child enrolled	20% of that child's tuition fee
3 <sup>rd</sup> child enrolled	40% of that child's tuition fee
4 <sup>th</sup> child enrolled	100% of that child's tuition fee

Kindergarten fees shall be charged as a proportion (e.g. 0.6 FTE) of the respective first child full time fee. Sibling discounts apply to kindergarten students.

All students and families are eligible for sibling discounts including families who receive automatic tuition fee discounts as holders of eligible means tested family concession cards.

8. Consideration should also be given to family fee discounts in situations where families have children in more than one Catholic school although the provision of such discounts is not mandatory. (This discount is usually completed by the appropriate Secondary school).

## **Fee Collection**

The Principal shall ensure that, prior to legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. Where parents and/or guardians have ignored all reasonable attempts to negotiate a fee payment strategy and further action is required:

- documentation shall be kept on each attempt to resolve the problems of outstanding fees.
- parents and/or guardians shall be notified that the services of a debt collection agency or solicitor shall be engaged to recover outstanding fees and any additional costs shall be added to the account in accordance with the School Fee Policy.
- St Andrew's School shall only engage the services of a debt collection agency or solicitor who undertakes to comply with the ACCC, Trade Practices Act (TPA) and ASIC Debt Collection Guideline: for collectors and creditors.
- A General Procedure Claim (summons) can be issued by the appropriate school authority via the debt collection agency engaged and judgment entered against the parent. Before enforcement proceedings are taken, such as a Property Seizure and Sale Order, Earnings Appropriation Order, or any other enforcement action, written approval shall be obtained from the Director of Catholic Education.