

School Fees: Setting and Collecting

Reviewed: 2015

Reviewed: 2018

Next Review: 2021

RATIONALE

Majella Catholic Primary School (Majella) seeks 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 (Bishops' Mandate p 50).

Majella has a responsibility to communicate the financial constraints under which it operates to parents enrolling their children in Catholic schools.

Majella's parents are required to make a commitment to support Catholic education 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.

DEFINITIONS

School Fees:

For the purpose of this policy 'School Fees' shall be considered to be tuition fees, levies and other charges. (e.g. camp fees, book hire, book lists, swimming, building levy)

Parents:

For the purpose of this policy 'Parents' shall be considered to include parents, caregivers and guardians.

Application for Enrolment Fee

Majella does not charge an Application for Enrolment Fee.

Acceptance of Enrolment Fee

Majella does not charge an Acceptance of Enrolment Fee.

Role of Our School Board:

The Majella School Board 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 Majella.



3. The School Board has the responsibility for the financial management of the school and consequently, is responsible for the collection of school fees.
4. School fees reflect the socio-economic status of the school community.
5. 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.
6. The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
7. The confidentiality of all information pertaining to parents and/or guardians and the payment of school fees shall be maintained, as mandated in Privacy Act 1988.

PROCEDURES

1. Majella's fees are set by CEWA's Affordable Schools project.
2. Overseas students are not eligible for government funding. Grant recovery costs per student are calculated by adding the State Government per capita rate, Australian Education Act recurrent per capita funding rate and Universal Access funding for Kindergarten students. Majella School Fees in addition to Grant recovery costs shall apply to full fee-paying visa holders.
3. School fees are to be announced to the Majella school community before the end of the previous year. Fees and discounts shall be clearly advertised and easily accessible to parents including fee brochures, Majella website and school newsletter.
4. Majella's Fee Setting and Collection Policy shall be communicated to parents at the time of enrolment. Any clarification needed by the parents about the school's fee policy shall be given at the initial enrolment interview.
5. Annual fees and charges including maximum increases shall be set by the School Board in accordance with advice provided by the Catholic Education Commission of Western Australia (CECWA) during the budget process each year.
6. On application for admission, parents will be provided with Majella's Fee Setting and Collection Policy and Summary of School Fees and Levies.
7. Families seeking fee concessions shall discuss this with the principal and negotiate a mutually acceptable method of payment. The principal may request financial information from families to support applications for fee concessions or any other concessions.
8. The level of sibling discounts for tuition fees shall be:
 - 1st child 0%
 - 2nd child 20%
 - 3rd child 40%



4th child & beyond 100%

The eldest child in a family is classed as the 1st child.

9. Under the Affordable Schools project, tuition fees shall be the same amount from Kindergarten to Year 6.
10. Upon application, sibling discounts shall be offered for Special Education students whether siblings attend Majella or another Catholic school.
11. School fees shall be charged in one instalment – in semester one and shall be payable within 14 days of issue where parents/caregivers have not entered into a payment arrangement.
12. Fees can be paid by EFTPOS, credit card, cash, cheque, direct debit, Centrepay, Bpay or bank deposit.
13. Annual fees are to be paid in the year they are due and can be paid in instalments in accordance with an agreed payment arrangement.
14. A full statement of fees payable for the year shall be provided at the start of the school year followed by periodic statements.
15. Where parents have the capacity to pay fees, the collection of school fees shall be actively pursued.
16. Where parents have ignored all reasonable attempts to negotiate a fee payment strategy for overdue fees and further action is required:
 - Documentation shall be kept on each attempt to resolve the problems of outstanding fees.
 - Parent/s shall be required to attend a mandatory meeting with the Principal specifically to discuss outstanding fees.
17. Acknowledgment of the fee collection procedures shall be on the *Application For Enrolment* form which shall be signed by both parents/guardians. In the case of a sole custodial parent/guardian, one signature will suffice.

REFERENCES

Bishops of Western Australia 2009, *Mandate of the Catholic Education Commission of Western Australia: 2009-2015*