



Leschenault Catholic Primary School

POLICIES

Topic:	School Fee Setting and Collection		
Policy No:	2-C12		
Policy Area:	Stewardship		
Updated:	2017	Date of Review:	2019

Rationale

The Catholic Education Commission of Western Australia (CECWA) has a 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.

Leschenault Catholic Primary School has a responsibility to communicate the financial constraints under which the school operates, to parents enrolling their children. Parents are asked to make a commitment to support Catholic Education by paying school 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

- **School Fees:**

For the purpose of this policy, school fees shall be considered to be Tuition fees, Levies and other charges (e.g. Technology, Literacy/Numeracy, Amenities, School Magazine, Student Insurance, etc).

- **Application Fee:**

The fee associated with processing an application for student enrolment into the school

- **Enrolment Acceptance Fee:**

The fee associated with securing a student enrolment into a school after an offer of enrolment has been made by the school

Principles

- Leschenault Catholic Primary School will have a direct relationship between school fees and the socio-economic status of the school community.
- The School Board has the responsibility for the financial management of the school and consequently is responsible for the collection of school fees.
- The collection of school fees shall be approached in the spirit of Christian charity and justice.
- Families with eligible means tested family concession cards, have an automatic entitlement to tuition fee concessions. The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality.
- The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Leschenault Catholic Primary School.

- The withholding of services to students shall not be used as a fee collection strategy.
- Arrangements pertaining to the payment of school fees are a confidential matter between the Principal and the parent.
- Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

Procedures

- Annual fees and charges including maximum increases shall be set by the School Principal and the School Board in accordance with CECWA instructions during the budget process each year.
- On application for enrolment, parents will be provided with the Leschenault Catholic Primary School fee schedule and any additional charges and information relating to the school's fee concession policy detailed in the Enrolment Package and/or Parent Handbook.
- Access to a fee discount is provided through the Health Care Card Tuition Fee Discount Scheme. During first term the school will advertise the scheme and call for HCC holders to come forward and complete the application form. Families experiencing financial difficulty may approach the Principal to discuss alternative arrangements.
- Sibling discounts are applied to school fees. The level of sibling discounts shall be determined by the School Board and with reference to the CECWA guidelines.
- 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.
- Sibling discounts do not apply to Kindergarten or Pre-Kindergarten Tuition Fees.

Collection

The procedure for fee collection is as follows:

- The policy is communicated to parents at the initial interview.
- It is requested that parents make payment of school fees within the school the first 5 weeks of each term.
- Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and where parents have a capacity to pay fees then the following procedure will occur (at the discretion of the Principal):
- If, after 2 terms, no attempt has been made at payment of fees and the Principal has received no communication regarding difficulty in meeting these payments, a letter will be sent to the parents requesting payment or for the parents to make an appointment to discuss the matter with the principal.
- If, after a further 1 month, no attempt has been made to settle the outstanding payment of fees, despite previous communication, another letter will be sent to the parents.
- After a further 1 month, and still no attempt has been made to make payment, another letter will be sent to the parents notifying them that the services of a debt collection agency or solicitor may be engaged to recover outstanding fees.
- A summons can be issued by the Principal and judgement entered against the parent; however before enforcement proceedings are taken, approval will be obtained from the Director of Catholic Education.