

Christ the King Primary School

SCHOOL FEES POLICY

RATIONALE

Fees are an integral component in Catholic schools. School fees assist in meeting the day to day operating costs of the school.

The school has a responsibility to manage its finances effectively and in doing so must ensure that a fair and reasonable process for collection of fees and levies is developed and implemented.

The setting of fees and levies takes into account the socio economic status of parents in the school community and is based on the enrolment policy of the Archdiocese of Melbourne which states that Catholic children have a right to a Catholic education.

No child will be excluded from Christ The King Primary School, or discriminated against, on the basis of parents' demonstrated inability to pay fees. As a matter of justice however, it is expected that all families will make some contribution to the cost of their children's education. School fees are determined by the Parish Priest, Principal and School Accountant.

Fees are reviewed annually.

AIMS

- To ensure parents understand their financial obligation in order to achieve a fair and systematic fee and levy collection process is in place.
- To minimise outstanding debt.
- To provide a process for managing outstanding debt.

SCHOOL FEES COMPONENTS

Fees at Christ the King Primary School consist of two components

- **School fees** are what the school charges families for the education of their children, and contribute to the following: General office and stationery costs, copy paper, postage, professional printing and staff professional development costs, first aid supplies.
 - Maintenance of grounds and repairs to plant, equipment and furnishings.
 - Capital expenditure involving school and office furniture and fixtures, computers and other equipment.
1. **Book Levy** is for a specific purpose and is a school charge that is in addition to the school fees. The levy is used to cover costs such as:
- Classroom and specialist resources, the cost of consumable and non consumable booklist supplies to students and excursion expenses.



SCHOOL FEES PAYMENT

1. Fees and their payment are discussed with parents at the time of enrolment. Relevant fee policies and guidelines are also discussed, are available to parents at any time and can be found on our website.
2. Christ the King PS will make provision for parents to pay in a number of ways e.g.; direct debit, weekly, monthly, per term or yearly. A full statement of fees payable for the year is provided to each parent at the start of the school year and periodic statements (e.g. per term) follow.

School fees may be paid by cash, eftpos, cheque or credit card (mastercard or visacard). Credit card payments may be made in person at the school office, or by completing the lower portion of your fee statement.

A periodical payment authority can also be completed to have fees deducted from a bank account. This facility is lodged with the Catholic Development Fund.

3. The case of parents who are able but unwilling to pay fees can be problematic. Such cases are likely to surface only after the child has commenced in the school and parents refuse to meet their financial commitments. Every effort will be made to help those parents understand their obligations. It becomes a matter of justice to other parents and students at the school that they should meet their commitments. The recovery of unpaid fees, particularly if this involves legal action, must be approached humanely and sensitively to protect the child as much as possible from the public embarrassment that could arise. In addition, all approaches to parents should be based on appropriate pastoral procedures.

OVERDUE OR OUTSTANDING SCHOOL FEES POLICY

1. For those who fail to keep up with their commitments it is essential the matter be brought to their attention promptly and responses sought. A written reminder will be sent home with the eldest child within 7 days to families who have not made a payment by the scheduled date. Families are given 14 days to respond. A response is defined as full payment of amount owing, part payment of amount owing or arranging a meeting with the principal to discuss alternative arrangements.
2. A further written reminder will be mailed following no response. Families will be given a further 14 days to respond.
3. Follow-up on a personal basis should follow no response. This follow-up will be conducted by the Principal or Principal's delegate in a sensitive, discreet and confidential matter.

In the event that two terms of fees are outstanding, and in the absence of any existing arrangements or advice, an interview will be arranged with the School Principal, and the family will be notified of the date and time



4. If this fails, a formal letter from the school will be used to remind parents of their obligations seek payment and outline the possible actions, including legal action that could occur if payment is not received within the specified timeframe. This letter should include a requirement to discuss the matter with the school and a specified timeframe for a response.
5. As a further step, the school may use the services of a debt collector or issue a letter through a solicitor.

Fees that are owing when a family leaves the school or when significant arrears have accumulated may, depending on circumstances, be handed to a Debt Collection Agency for recovery, which may involve the instigation of legal action.

6. *Families should be aware that part of the control mechanism for outstanding school fees consists of a written record made each time an overdue account is forwarded, or an agreement made (verbally or in writing), a phone call made or received, or an interview conducted.*

