



SCHOOL FEES COLLECTION POLICY

Saints Peter and Paul Catholic School is committed to developing each person in a nurturing community of respect and cooperation, built on faith and mission.

Related CEO Policies

School Fees and Levies
Enrolment Policy for
Catholic Systemic
Schools Finance
Administration for Schools

Purpose

To allow Saints Peter and Paul Primary School to provide the on-going, high standard of education expected from our parish schools, families have the responsibility to pay their school fees in a timely manner. Enrolment of students at a Catholic Systemic School in the Archdiocese of Canberra and Goulburn carries with it the undertaking by parents/guardians to accept the obligation to pay all school fees. Keeping with our Vision to be a community of respect and cooperation for all families in this matter, the School Fees Collection Policy details the guidelines for all families in the school community concerning their responsibility for paying school fees. It is; however, a matter of Catholic Education Commission policy that inability to pay school fees should never exclude any child from a Catholic school.

Types of Fees

- ◆ **Enrolment Fees** – per child – payable when lodging Enrolment Application Form – non-refundable.
- ◆ **Family Tuition Fees** – per child, per term – are remitted directly to the Catholic Education Office.
- ◆ **Canberra Catholic Schools Building Fund Levy** – per family, per term - is remitted directly to the Catholic Education Office. Contributions are fully tax deductible. (Note: Building levy is paid by a family only at one school and is billed to the eldest child if attending a Catholic systemic high school)
- ◆ **School Levy** – per family, per term – is retained by the school and covers all documentation and products issued to families, telephone, postage, cleaning materials, janitor wages, equipment maintenance, water and sewerage rates, electricity, first-aid materials, administration costs other than wages, professional development, curriculum and teaching expenses, classroom materials, etc.

- ◆ **IT Levy** – per child, per term – is retained by the school to cover the cost of purchasing and maintaining computer hardware and software used by all students.
- ◆ **Resource Levy** – per child, per term - is retained by the school to cover the cost of all additional materials used in the classroom including Library Books and resources.
- ◆ **Enrichment Levy** – per child, per term – is retained by the school to cover the cost of excursions, performances and other class enrichment programs attended by all students.

Procedure

The Fee Collection Policy is forwarded to all families with the first term fees. This is for information only.

The following outlines the fee collection process at Saints Peter and Paul Primary School:

School fee statements are sent home usually in week two of each term.

A variety of payment methods is offered by the school. These include:

- Direct Debit
- Cheque or Money Order
- Credit Card by written authorisation, phone or in person.
- BPAY
- Cash

Families are asked to pay by the due date shown on their statement.

A week after the due date, reminders are sent out to those who have not paid their fees, allowing a further two weeks for payment. Families are invited to make an appointment to speak with the Principal if fees cannot be paid promptly.

If Parents come to see the Principal, an arrangement may be made for a payment plan.

Applications for fee concessions will be considered by the School Council Finance committee (the Council Chair, Treasurer, School Secretary and Principal).

If no payment is received after the reminder letter, a second letter is issued requesting payment within fourteen days. Once again, parents are invited to contact the Principal if prompt payment is not possible.

If the Principal receives no response to the second reminder within fourteen days a third letter is issued and payment is requested within twenty four hours or the matter will be referred to the school's Debt Collection Agency who will initiate recovery action. The Catholic Education Office is notified of all matters referred to a Debt Collection Agency.

Policy Developed 2011

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