

St Mary's Primary School Kalgoorlie

12 Dugan Street (Cnr Maritana St)
PO Box 40, Kalgoorlie WA 6430
Email: admin@stmkalg.wa.edu.au

Telephone: (08) 90920900



SCHOOL FEES: SETTING AND COLLECTION

This statement is used in conjunction with the Catholic Education Commission of Western Australia Policy Statement – School Fees and Collection of Payment – 2023

Rationale

The collection of school fees by St Mary's Primary School Advisory Council shall be approached in the spirit of Christian charity and justice. The School Advisory Council recognises the Catholic Church's responsibility to make a Catholic education available to all students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's special preference for the poor and disadvantaged.

Principles

We respect the dignity of each person and therefore see that payment of school fees, whenever possible, gives a person a sense of satisfaction and dignity in helping the overall educational, spiritual, and social needs of children.

Where there is genuine economic hardship, arrangements shall be made accordingly through the Principal so that children are not disadvantaged.

The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.

Request for fee concessions shall be treated with dignity and compassion and every effort shall be made to protect the confidentiality of all information pertaining to the payment of school fees.

We live "justice" by being fair in our expectations of parents to support in a financial way, the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

Procedures

- It is endeavoured that Annual School fees are sent to each family within the first month of the school year. School fees include annual Tuition fee, Amenities Fee, Building Levy, P & F Levy, IT Levy, Stationery Fee and if applicable, Sacramental Program, Graduation. Swimming Lessons and School Camp. Families may choose from three options as follows.

Option 1.

Payment in advance by cash, EFTPOS, Visa or MasterCard.

Option 2.

Direct Debit – fees paid directly from your Bank to the School account in Weekly, fortnightly, monthly payments. The Catholic Development fund has set up a special *Fees – Free Account* for parents who wish to use this service.

Option 3.

Bpay – Parents are issued with their own unique Bpay code on the School Fee Statement and are able to set up their own payments and frequency to be paid.

a

NOTICE OF THIS IS TO BE SENT TO THE FINANCE OFFICER ONCE ARRANGED

- The St Mary's School Board Endeavour's to keep all fees to a minimum. Recommended percentage increases are advised by the Catholic Education Office of Western Australia in Term 4 of each year.
- The annual amenities fees are charged in Term 1 of each year. Amenities fees cover the cost of items such as; art and craft materials, cooking ingredients, photocopying and other consumables etc.
- A Building Levy and P & F Levy is charged per family and is paid on an annual basis.

Collection of outstanding fees process

- Families experiencing financial difficulty are encouraged to communicate with the Principal as soon as possible in order to avoid this process.
- The Principal and the Finance Officer assess the status of families' accounts at the beginning of each term. Reminders are sent out at the beginning of each term.
- By mid second term if fees are not forthcoming, initial reminder letters will be sent out. If these do not elicit a response by the indicated date, an appointment with the Principal will be requested, through the Administrative Assistant. At this meeting, payment options will be discussed, and a payment plan agreed upon.
- If families are experiencing financial difficulty, either a plan is developed, or those in serious financial difficulty, some discount may be agreed upon. The Building Levy, P & F Levy are not usually part of the discount agreement. This will be determined at the discretion of the Principal.

- There are occasions when the Principal, because of extenuating circumstances, may waive the school fees for a period of time.
- Concession agreements are reviewed 6 monthly.
- When students are away from school on a long-term basis, i.e., more than 5 weeks because of holiday, sickness etc, families are still billed so that the student's place is 'safeguarded' until they return to full time school. All fee components during the period of absenteeism are still charged. This process enables the school to meet its projected annual financial obligations and standing costs.
- When a parent wishes to remove their child permanently from school during a school year, the annual Building Levy and P & F Levy, Stationery, IT Levy payment will be non-refundable. In the event of the school fees having been prepaid for a full year, a pro rata rebate of tuition and Amenities fees will be reimbursed.
- It is proposed that annual school fees be paid in full by end of Term 3 unless otherwise arranged with the Principal and Finance Officer.
- Collections of fees in arrears where families have ignored all reasonable attempts to negotiate a fee repayment schedule will initiate further action. This action plan includes documentation by the Principal of the communications with the families on the matter of outstanding fees; notification that the outstanding account will be handed over to our collection agency for recovery.
- Discussions take place between the Director of Catholic Education and the Principal before further legal action is taken.

This Policy is to be reviewed annually.