



ST FRANCIS XAVIER PRIMARY SCHOOL

Topic:	School Fees: Setting & Collection
Policy No:	2-C12
Policy Area	Stewardship
Year Promulgation:	2001
Year reviewed:	2013
Date for Review:	2017

1. RATIONALE

The Bishops of Western Australia have approved the collection of fees from parents as a necessary contribution to the costs of delivering a Catholic education. Parents of Saint Francis Xavier School are asked to make a commitment to support their child's Catholic education financially by paying fees.

2. DEFINITION

- 2.1 For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (eg. Excursions, amenities, book hire etc.)
- 2.2 Application for Enrolment Fee: The fee associated with processing an application for student enrolment into a school.
- 2.3 A copy of this policy is made available to all families at time of enrolment.
- 2.4 Role of School Boards in diocesan accountable schools, Boards have a managerial role with regard to the setting and collecting of fees.

3. PRINCIPLES

- 3.1 The collection of school fees shall be approached in the spirit of Christian charity and justice.
- 3.2 Financial grounds shall never be a reason for the non-enrolment or exclusion of any child from a Catholic school.
- 3.3 The CECWA shall ensure the financial viability of group funded schools.
- 3.4 The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
- 3.5 Schools shall ensure that school fees reflect the socio-economic status of the school

- community.
- 3.6. 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.
 - 3.7 Families with eligible means tested concession cards have an automatic entitlement to tuition fee concessions.
 - 3.8. The withholding of access to students of normal pastoral and curriculum provision shall not be used a fee collection strategy.
 - 3.9 Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
 - 3.10 Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

4. PROCEDURES

Setting of school fees

- 4.1 Annual fees and charges shall be set by the School Board prior to the AGM in accordance with the CECWA advice provided during the budget process.
- 4.2 The level of sibling discount for tuition fees is set by the School Board, taking into consideration the recommended level of discount within the CECWA policy.
- 4.3 Kindergarten fees are set at 0.6 of the first child fee.
- 4.4 Automatic tuition fee discounts for the holders of eligible means tested family concession cards are offered in line with advice from CECWA on an annual basis.

5. Collection of School Fees

- 5.1 School fee accounts are generated and sent home with the oldest child by Week 3 of each term. Term 1 accounts have the option for a single annual payment. Payment is requested within 14 days of receipt of accounts.
- 5.2 The pro-rata Amenity Fee, non-refundable levies and non-refundable Resource fees are included in the Term One account.
- 5.3 Reminder accounts for non-payers are sent home in Week 5 & 8 of each term.
- 5.4 Families with an outstanding balance of greater than one term's fees are requested by letter or phone to meet with the Principal to discuss the issue. In these cases all correspondence is signed by the Principal, on behalf of the School Board, and accounts sent by post. All correspondence is filed and held by the Bursar.

- 5.5 Any family experiencing difficulty in meeting fee payments is asked to meet confidentially with the Principal to discuss their situation. Alternative payment regimes or fee discounts may be granted to genuinely needy families at this interview. The total of fee discounts offered is made known to the School Board Treasurer without the disclosure of family names.
- 5.6 Families who continually ignore reminder letters, requests for meetings and accounts rendered will be informed by the Principal that the matter may be placed in the hands of a debt collector if immediate action to clear the outstanding balance is not taken. Use of a debt collector will be at the discretion of the School Board with approval from the Director of Catholic Education in WA.
- 5.7 No child will ever be excluded from Saint Francis Xavier School for reasons that involve families not having the capacity to pay school fees.
- 5.8 Should a child leave the school part way through a term; that term's school fees are still payable. Should the family have paid the whole year's fees, then the following terms tuition fee only is refundable.

This policy is to be read in conjunction with the CECWA policy – 'School Fees: Setting and Collection'.