

	Policy:	Fee Setting and Collection
	Originally Released:	2000
	Date for Review:	2018

RATIONALE:

Mater Christi Catholic Primary School supports The Catholic Education Commission of Western Australia (CECWA) in its 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. Mater Christi Catholic Primary School has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children in the school. Parents are asked to make a commitment to support the school's education programme financially by paying 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:

For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (eg excursions, camp fees, amenities, book hire etc).

In diocesan accountable schools, such as Mater Christi, School Boards have a managerial role with regard to the setting and collecting of school fees.

PRINCIPLES:

1. All schools shall have a direct relationship between school fees and the socio-economic status of the school community.
 2. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
 3. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
 4. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from Mater Christi Catholic Primary School.
 5. The withholding of services to students will not be used as a fee collection strategy.
 6. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.
 7. Families with limited financial resources and means tested family concession cardholders eg. (Health Care Card) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
 8. Where parents and/or guardian have the capacity to pay fees, the collection of school fees shall be actively pursued.
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PROCEDURES:

1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year and presented to the community at the AGM in November of each year.
2. On application for enrolment parents will be provided with the school's fee policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parents about the school's fee policy can be given at the initial enrolment interview).
3. The School Board shall determine the level of sibling discounts. The following discount levels apply:

1st child	0%
2nd child	20%
3rd child	40%
4th child & beyond	100%

4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. The CECWA decision regarding automatic tuition fees discounts for the holders of eligible means tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools by Catholic Education WA during the budget process each year.
6. School fees comprise the following:

a) Building Levy:

The Building Levy is charged on a per family basis. Income from the Building Levy is used for capital items, e.g., repayments on loans for buildings as determined by the Catholic Education Office.

b) P & F Levy:

This levy is collected by the P & F via the school fee account to limit fundraising during the course of the year and paid to the P&F in two instalments (50% beginning of Term 2 and 50% end of Term 3)

c) Amenities Fee:

The Amenities Fee is charged per child. The money is used in the following way: to purchase a wide range of textbooks, stationery, art and craft materials and other sundry items consumed by the children during the course of the year including IT Levy, Swimming & Transport, Student Diary, Student Insurance, Athletics, Reading Eggs, Making Jesus Real, Sacramental Levy, Edu-Dance, Class Excursion/Incursion, Big Day Out.

d) Year Six Camp:

These fees will be charged in the First Term and paid prior to camp.

e) Application for Enrolment Fee:

A \$50 (GST inc) Application Fee is charged to ensure places sought are bonafide. If the place available is not accepted the Fee is not refundable.

7. Terms of Payment:

School Fees are payable within 14 days from receipt of statement. A 5% discount is offered on the tuition fees component only (not Building Fund, Amenities Fee or P&F Levy) to families who pay the full annual amount by a set date early in the school year (March). If this option is not exercised, then the school fees are payable over three instalments. If these arrangements cannot be met, the family can negotiate other options for payment with the Enrolments Officer.

8. Payments Options:

Fees may be paid in cash, cheque, Direct Debit, B-Pay or EFTPOS. Forms for Direct Debit can be obtained from the office.

9. Collection of Outstanding Fees:

Mater Christi shall ensure that, prior to legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. The following procedures to negotiate a fee repayment strategy will be as follows:

- a) Should the parent/guardian ignore the request for payment of School fees and charges a phone call is made to anyone with non-payment activity of fees. Dependent on outcome of conversation this may be followed up with Outstanding Account Letter One (Appendix 1) or a meeting with the Principal.
- b) Should the parent/guardian fail to respond to all reasonable efforts to resolve the outstanding fees another letter will be sent advising that the matter will be handed to a debt collection agency or solicitor for recovery action, and any additional costs will be added to the account in accordance with the policy.

10. Reimbursement of fees:

In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees paid in advance for that term. Reimbursement will be made for any remaining full terms.

Fees paid on an annual basis will be reimbursed for any remaining full terms.

If the annual fee was paid and thereby attracted a discount, reimbursement may be offered but a re-calculation will be carried out so that the discount is cancelled. Individual cases will be treated on their own merits and the Principal's decision will be final.

11. Mid-term enrolment:

A family enrolling a child mid-term will be charged for the number of weeks remaining in that term.

12. Enrolment:

No family will ever be refused a place in the school because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.

See attached

- **Schedule of Fees.**
- **CEWA Health Care Card Tuition Fee Discount Scheme.**

Review Process

Originally written:	2000
Revised:	2012
Revised:	2015
Revised:	2017
To be Reviewed:	2018



FEES & CHARGES 2018

Mater Christi Catholic Primary

	Tuition per child	Parents & Friends Levy per family	Building Levy per family	Speech & Language Screening Levy per child	Amenities Levy per child	TOTAL	TOTAL <small>with 5% discount on tuition</small>	20 Fortnightly payments	TERM PAYMENT 1/3
Kindergarten	\$ 900.00	\$ 60.00	\$ 270.00	\$ 40.00	\$ 250.00	\$ 1,520.00	\$ 1,475.00	\$ 76.00	\$ 506.67
Health Care Card	\$ 300.00	\$ 60.00	\$ 90.00	\$ 40.00	\$ 250.00	\$ 740.00	n/a	\$ 37.00	\$ 246.67
One child									
PP to Yr 6	\$ 1,255.00	\$ 60.00	\$ 270.00	\$ -	\$ 400.00	\$ 1,985.00	\$ 1,922.25	\$ 99.25	\$ 661.67
Health Care Card	\$ 300.00	\$ 60.00	\$ 90.00	\$ -	\$ 400.00	\$ 850.00	n/a	\$ 42.50	\$ 283.33
Two children									
PP to Yr 6	\$ 2,260.00	\$ 60.00	\$ 270.00	\$ -	\$ 800.00	\$ 3,390.00	\$ 3,277.00	\$ 169.50	\$ 1,130.00
Health Care Card	\$ 540.00	\$ 60.00	\$ 90.00	\$ -	\$ 800.00	\$ 1,490.00	n/a	\$ 74.50	\$ 496.67
Three children									
PP to Yr 6	\$ 3,013.00	\$ 60.00	\$ 270.00	\$ -	\$ 1,200.00	\$ 4,543.00	\$ 4,392.35	\$ 227.15	\$ 1,514.33
Health Care Card	\$ 720.00	\$ 60.00	\$ 90.00	\$ -	\$ 1,200.00	\$ 2,070.00	n/a	\$ 103.50	\$ 690.00
Four children									
PP to Yr 6	\$ 3,013.00	\$ 60.00	\$ 270.00	\$ -	\$ 1,600.00	\$ 4,943.00	\$ 4,792.35	\$ 247.15	\$ 1,647.67
Health Care Card	\$ 720.00	\$ 60.00	\$ 90.00	\$ -	\$ 1,600.00	\$ 2,470.00	n/a	\$ 123.50	\$ 823.33

3 year old \$850 per term

KEY INFORMATION RE PAYMENT OPTIONS

A total invoice for 2018 will be raised at the beginning of Term 1 with statements issued at the beginning of Term 2 and 3. Total amount is requested to be paid by 31st October 2018

Payment options:

- Option A Pay the full amount of school fees by 16th March 2018 and receive a 5% discount on Tuition Fees only. (not applicable to HCC Card holders)
- Option B Pay 1/3 of the full amount by the end of week 3, Term 1, 2 and 3
- Option C Pay the full amount by Direct Debit between February and December. Please lodge DD Form by beginning of week 4

*Statements for direct debit will be issued three times over the billing cycle, or upon request

Please note: It is essential for Health Care Card holders to complete the necessary forms immediately to be eligible for the tuition fee discounts. Health Care Card and Pension Cards must be current or fees will be adjusted - you must bring in new cards as they are received from Centrelink.

AMENITIES includes IT levy, Swimming, Transport, Diary, Student Insurance, Athletics, Reading Eggs, Making Jesus Real, Sacramental levy, Edu-dance, Class Excursions and Incursions, Big Day Out, Big Day In, Italo Programme

SCHOOL CAMP (Year 6)

\$460.00