

<p style="text-align: center;"><b>ST JOSEPH'S SCHOOL SOUTHERN CROSS</b></p> 	<b>TOPIC DOMAIN POLICY No.</b>	<b>SCHOOL FEES: SETTING AND COLLECTION FINANCE SUB-COMMITTEE 2-C12</b>	
	<b>ORIGINALLY RELEASED</b>	<b>2007</b>	
	<b>REVIEWED</b>	<b>2010 2015 2017 2018 2020</b>	
	<b>DATE FOR REVIEW</b>	<b>2022</b>	

## 1. RATIONALE

St. Joseph's School, Southern Cross, has a responsibility to make 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. Parents are asked to make a commitment to support Catholic education financially by paying fees. This policy is formulated in accordance with the Catholic Education Commission of Western Australia. 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 and other charges (eg. excursions, amenities, consumables) when required.**

### PRINCIPLES

1. The School Board has the responsibility for the financial management of the school and consequently, is responsible for the collection of school fees.
2. The collection of school fees shall be approached in the spirit of Christian charity and justice. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
3. Due to the size and location of St Joseph's, school fees have been drastically reduced.
4. Families with limited financial resources and eligible means tested family concession cards (Health Care Card or Pensioner Concession Card) have an automatic entitlement to school fee concessions. Requests for fee concessions shall be treated with dignity, compassion and confidentiality. **(Not applicable to St Joseph's School due to low school fees).**

## 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.
2. On application for enrolment, parents shall 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 level of sibling discounts shall be determined by the School Board in accordance with CECWA advice provided during the budget process each year.
4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. School Fee Accounts are distributed at the beginning of each term (Four per year and should be paid within 30 days of each school term). **Any outstanding accounts for the year need to be paid in full by Week Six, Term Four.**
6. The Principal may, from time to time, request financial information from families to support applications for fee concessions or any other concessions.
7. Families that are holders of an eligible means-tested family concession card are simply required to provide evidence that their card is valid for the duration of the academic year. **(Not applicable to St Joseph's School due to low school fees).**
8. On application for admission, parents and/or guardians will be provided with the school's fee policy.
9. Acknowledgment of the fee collection procedures shall be on the Enrolment form which shall be signed by both parents and/or guardians. In the case of a sole custodial parent or guardian, one signature will suffice.
10. Parents experiencing difficulty with payment of school fees are requested to discuss the matter with the principal as soon as possible.
11. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required, parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.