

# Star of the Sea Catholic Primary School



## Fee Collection Policy & Guidelines

## **SCHOOL FEES & LEVIES COLLECTION GUIDELINES**

One of the conditions of a student's re-enrolment for each year at Star of the Sea Catholic Primary School is the payment of school Fees and Levies. The school's Finance Committee and Board have developed the following Fee Collection Guidelines and Policy. These guidelines not only communicate our school's expectations relating to payment of Fees and Levies, but also provide direction to the school when assisting families with the payment of outstanding fees.

- 1) School Fees will be billed each term and payable within 14 days of issue.
- 2) Year Levies will be billed each term and payable within 14 days of issue.
- 3) School P&F Levy will be billed each term and payable within 14 days of issue.
- 4) Where a Direct Debit or Credit Card payment arrangement has been made, annual Fees and Levies will be calculated and payment will be by 10 monthly or 20 fortnightly payments; commencing February to November.
- 5) Where families wish to commence Direct Debit or Credit Card payment after the commencement of the 10 month term, payment of Fees and Levies will be calculated to be paid in full by the end of November in that school year.
- 6) Any arrangement to vary the terms of payment must be made with the School Principal or Finance Secretary prior to the due date.
- 7) A second reminder will be issued if no payment has been received after the initial 14 day billing period. All outstanding accounts must be paid with 14 days of receiving the second reminder.
- 8) If school Fees and Levies remain outstanding and no payment has been made after the second notice period, and without negotiation with the School, details of the outstanding account will be forwarded to our collection agency Austral Mercantile for collection on behalf of the school.
- 9) If Direct Debit or Credit Card payments fall more than one payment behind, a second reminder will be issued. All outstanding accounts must be paid with 14 days of receiving the second reminder.
- 10) If Direct Debit or Credit Card payment is not received after the second notice period, details of the outstanding account will be forwarded to our collection agency Austral Mercantile for collection on behalf of the school.

## **SCHOOL FEE CONCESSION**

One of the conditions of a student's re-enrolment for each year at Star of the Sea Catholic Primary School is the payment of school Fees and Levies. A family's genuine inability to pay school fees and levies will not result in the exclusion of their child from our school. In situations where a family cannot meet the financial commitment, the school provides families with a concession. All concession must adhere to the following guidelines:

- 1) All applications for Fee Concession must be approved by the Principal.
- 2) Each concession will be based on a demonstrated needs basis.
- 3) Concessions are only applicable to School Fees. Levies will not be subject to a concession and must be paid in full each year.
- 4) All Fee Concessions will be reviewed annually. This will necessitate the completion of a new concession application at the commencement of each school year, regardless of the previous year's concession (where applicable).
- 5) Families requesting a concession must be able to produce evidence of income and expenditure. Financial evidence may include, but not limited to: weekly pay slips, family benefit payments, rental income, mortgage payments, rental payments, tax returns and bank statements.
- 6) No allowances will be made for payments on holiday homes, investment properties or hire purchase contracts. If a family so decides its priorities to encompass such items, the burden of that decision is on the family.
- 7) Where the Principal is satisfied with the documentary evidence supplied with the Concession Application, a concession may be granted without necessitating an interview.
- 8) Where an interview is needed, all interviews will be conducted by the Principal or Finance Secretary.
- 9) The interview process is aimed at determining a just and equitable fee which is within the family's ability to pay. It is recommended that an amount, no matter how small, be charged to all families applying for a concession.
- 10) The formula for determining a reasonable fee payable for a family is based upon the total disposable income of a family less basic housing costs. The resultant income is then compared to the *Poverty Scale* for Australian households and a sliding scale is applied.
- 11) In arriving at a reasonable fee, the Principal will have in mind the responsibility of those families who are making sacrifices to make full payment of fees.
- 12) It is the prerogative of the Principal to grant a concession that varies from the formula if it is felt to be just and necessary. A written record will be kept explaining the reasons for this variation.
- 13) Once a concession has been granted, an ongoing Direct Debit or Credit Card payment plan must be set-up. This payment plan will be subject to the Fee and Levy Collection Guidelines.

## **SCHOOL FEES AND LEVIES BILLING MID YEAR ENROLMENT**

Each year a number of families enroll their children at Star of the Sea after commencement of the school year. To ensure that the billing process is just and equitable, the following guidelines will apply for families who enroll their child/ren after the commencement of Term 1.

- 1) The **School Fees** will be charged from the week the student commences school.

$$\begin{aligned} & \text{Total Fees Payable for the year} \div 40 \text{ weeks} \times \text{number of remaining weeks in the school year} \\ & = \text{Fees Payable} \end{aligned}$$

- 2) The **P&F Levy** will be charged on a pro rata basis using the following formula:

$$\begin{aligned} & \text{P\&F Levy} \div 4 \text{ terms} \times \text{number of terms remaining in the year (including term of enrolment)} \\ & = \text{P\&F Levy Payable} \end{aligned}$$

- 3) The **Building Levy** will be charged on a pro rata basis using the following formula:

$$\begin{aligned} & \text{Building Levy} \div 4 \text{ terms} \times \text{number of terms remaining in the year (including term of enrolment)} \\ & = \text{Building Levy Payable} \end{aligned}$$

- 1) The **Year Levy** will be charged on a pro rata basis using the following formula:

$$\begin{aligned} & \text{Year Levy} \div 4 \text{ terms} \times \text{number of terms remaining in the year (including term of enrolment)} \\ & = \text{Year Levy Payable} \end{aligned}$$

***Camps will only be charged if the child has been enrolled prior to the excursion or camp commencing.***

## **SCHOOL FEES AND LEVIES REFUND PROCEDURE**

- 1) School Fees and Levies will be refunded from the date the student leaves the school.
- 2) Fees and Levies will be refunded on a pro rata basis using the following formula:

School Fees and Levies Payable for the year  $\div 40$  = the amount per week refundable. This amount will be refunded for each week the child has not attended the school for the term. The refund will be credited to the family account.

***In the event that the child has already attended a school camp during the year, the cost of the camp will not be credited.***

- 3) Where a family is eligible for a refund, their refund will be granted within 30 days of the student leaving.
- 4) Where fees have not been paid in advance the families account will be credited with the refundable amount and the balance of fees owing must be paid. Payment of this outstanding amount will be subject to the Fee and Levy Collection guidelines.

## **SCHOOL FEES AND LEVIES DIRECT DEBIT**

All families wishing to commence a Direct Debit or Payment Plan must complete a Direct Debit Application Form. This form can be collected from the school office. Families must calculate the annual charges of all school fees and levies and complete this form in its entirety.

Families will still receive a fee statement each term to allow you to check your outstanding balance and ensure payments will be sufficient to pay your full account within the arranged period. Rejected payments will need to be made manually. It is the responsibility of each family to ensure that fees and levies are paid in full by November 30 each year.

Please note that invoices for instrumental music are separate from school fees and levies. These invoices are not issued by the school.

## **Musical Instrument Hire**

Star of the Sea provides students with the opportunity to hire musical instruments from the school for a 12 month period only. Parents who choose to hire instruments must make payment within two weeks of commencing lessons.