



# SCHOOL FEES COLLECTION POLICY

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## RATIONALE

*The Catholic Education Commission of WA (CECWA) has a 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 special preference for the poor and disadvantaged. Schools have a responsibility to communicate the financial constraints under which they operate to parents. On enrolment parents accept a commitment to financially support the school 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.*

## PRINCIPLES

1. The collection of school fees will be approached in the spirit of Christian justice and charity.
2. School Fees are set in consultation with the CECWA and in light of the needs of the community. It is an aim of the Liwara Catholic School Board that fees and charges are kept at the minimum level necessary to provide competent management of the school.
3. All matters of school fee payment will be handled confidentially by the Principal and Bursar.
4. The inability to pay school fees shall never be the reason for the exclusion of any child from Liwara Catholic School.
5. Where parents who are financially able refuse to pay school fees, it is a matter of justice to other parents and students that they must meet their commitments.
6. The withholding of services to students will not be used as a fee collection strategy.

## PROCEDURE

1. Upon enrolment a schedule of all fees and costs for the education of their child at Liwara Catholic School shall be provided to the parents.
2. Fees and charges for the following year will be announced at the AGM of the Liwara Catholic School Board held each year. A new fee schedule will be distributed to parents following the AGM each year.
3. Family discounts for the tuition portion of fees are available for second and third children. Tuition for fourth child is free. Discounts apply to family members in Kindergarten to Year 6.
4. Holders of Family Health Care Cards or Parenting Payment Single (PPS) Pensioner Concession Cards are entitled to the Fee Discount Scheme provided by the Catholic

Education Office. Families with current family HCC or PPS cards are asked to provide this information to the school.

5. Early in first term an Annual Fees account will be sent to all parents. The account shall contain the total of all fees payable for the year for each child. The annual payment or a commitment to a payment plan must be made by the end of February.
6. Cash, cheque or credit card payments may be made at the Admin Office. Payment plans commencing in March and ending in October may be undertaken using Direct Debit (savings or cheque) Credit Card Authority or Bpay.
7. Families of limited financial resources who are not provided for under the HCC/PPS Discount Scheme may still apply for fee assistance. They will be asked to complete an Application for Fees Reduction including income sources and reason for application. Each application will be viewed in the spirit of the Principles outlined in this policy. The school will generally only be able to consider a reduction of tuition fees as charges other than tuition cover fixed costs. Fee assistance must be re applied for annually.
8. One terms written notice of student withdrawal is required. The School Board reserves the right to charge a terms fee in lieu of notice.
9. The School Board has a responsibility for the collection of school fees and is required to actively pursue school fees collection. The follow action will be taken to collect outstanding fees.
  - Reminder notices will be forwarded to parents who are more than a term behind in payments.
  - Families with accounts in default for two terms will be contacted by letter requesting payment or offering an interview with the Principal or Bursar to discuss payment options.
  - If there is no response a further letter will be sent requiring the parents to attend an interview with the Principal.
  - At this stage phone contact will be made to arrange an appointment with the Principal.
  - The School Board reserves the right for the Board Chair and/or Treasurer to be informed if action is necessary when all above reasonable attempts to negotiate fee payment have been unsuccessful.
  - At this stage legal action in accordance with the CECWA School Fees Policy may be necessary. Parents will be advised of any further action.