



St Brendan's School
1 Ti Tree Road, Dunnstown 3352
Tel: 0353 347604 Fax: 0353 347042
www.sbdunnstown.catholic.edu.au

BUNGAREE PARISH SCHOOLS

PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh



St Mary's School
131 Powells Road, Clarkes Hill 3352
Tel: 0353 345280 Fax: 035334 5445
www.smclarkeshill.catholic.edu.au

School Fees Policy

Ratified: 20th September 2017

To be reviewed 2021

School Fees Policy

RATIONALE:

Fees for education in a Catholic school are an in-built component of the total funding of Catholic education. School fees are charges to assist in meeting the day-to-day operating costs of the school.

In recognition that Catholic schools do not attract the same level of recurrent funding from the Commonwealth and State Governments as other sectors, there is a requirement to raise private funds.

The major source of this private financial contribution is the school fee which may be supplemented with other contributions e.g. direct parish(s) contributions, fund raising activities and the use of voluntary helpers.

POLICY STATEMENT:

It is the responsibility of the Catholic School:

- to charge school fees in order to meet its financial needs
- to collect the school fees in a manner which is just and equitable.

PRINCIPLES:

1. Primary schools are to charge a family fee for tuition purposes within the range set by the Ballarat Diocesan Schools Advisory Council. Secondary schools have the option of charging a family or student fee. Secondary schools may offer a discount to families with multiple enrolments. Secondary schools may charge an all encompassing fee which includes school fees, classroom levies and other charges.
2. When setting fees, schools are to take into account their financial needs and the ability of the school community to meet the level of fees to be charged, keeping in mind the socio-economic level of the community. The socio-economic level is used when setting the fees as part of the budgeting process. The school budget reflects an accurate assessment of fee income after remissions, discounts, special concessions, have been excluded.
3. Schools should provide to parents full details of fees and charges for the coming year. In the final term of the preceding year parents are advised via newsletters, handbooks and/or information meetings of the schedule of fees for the coming year.

4. If any other recurrent fee eg; fundraising, maintenance, is charged in Primary or Secondary schools, it shall be reported as part of the school fees collected in the Annual Financial Statement. For primary schools any such additional fee shall be taken into account in ensuring that the total fees set are within the range set by the Ballarat Diocesan Schools Advisory Council.
5. A classroom fee/subject levy may be charged on a per student basis to meet student classroom requisites and subject levies. All classroom fees and subject levies are reported in the Annual Financial Statement as compulsory tuition charges collected.
6. An enrolment/application fee may be charged. Refundable enrolment and application fees are later deducted from accounts to reduce the fees. Refundable enrolment and application fees are reported in the Annual Financial Statement as School fees. Non-refundable enrolment and application fees and are recorded as such in the Annual Financial Statement.
7. Schools may enrol full fee paying overseas students. Receipts from full fee paying students are recorded in the Annual Financial Statement as either recurrent receipts from full fee paying overseas students or capital receipts from full fee paying overseas students. Schools cannot enrol Full Fee Paying Overseas Students (FFPOS) international students travelling on a student visa subclass 571 unless the school is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
8. Schools may charge a capital fee to cover capital expenditure ie: furniture, equipment, buildings and capital loan repayments. Schools may transfer their recurrent school fees as capital fees. All capital fees are reported in the Annual Financial Statement as fees for capital purposes. Amounts transferred reduce the recurrent school fees reported and increase the fees for capital purposes reported.
9. Fee remissions should be available to parents of students whose financial position indicates that they are unable to meet the recommended fee. Information on fee remission procedures are contained in parent handbooks and/or promotional material. When dealing with requests for fee remissions, schools proceed with the utmost discretion ensuring confidentiality at all times. Approval of fee relief is restricted to Canonical Administrator and/or Principal. In Primary schools both Canonical Administrator and Principal should be informed of fee remission decisions. Parents making formal request for remission of fees support their application with sufficient personal financial information to enable an informed decision to be made (Refer Example Appendix I). A copy of the authorised approval for fee remissions is retained on file.
10. The Family Fee Assistance Scheme is available to families eligible for the Education Maintenance Allowance in all Diocesan Catholic Primary schools. Although a family may be eligible to receive a fee discount, families may choose not to apply for the fee discount and pay the full school fee. Families that qualify for the scheme will pay \$520 per annum (\$10 per week) for primary school tuition fees. The discount fee covers tuition and capital fees only.
11. Fee statements shall be issued no later than one month after the commencement of each year and are issued on a regular basis thereafter. To assist parents with the payment of fees, schools should develop strategies to facilitate regular payment by families in as convenient a manner as possible. Schools shall offer a range of payment options: cash, cheque or electronic and a range of payment schedules: weekly, fortnightly, monthly, per term or lump sum. Schools should receive an indication from each family as to their preferred payment method (refer Example Appendix II).

12. Schools must regularly monitor school fee collection. The recovery of unpaid fees must be approached sensitively to protect all parties from public embarrassment. Unpaid fees are followed up promptly by letter or personal contact. Guidelines on outstanding fee collection are set out in Appendix III.

For families with fees long overdue for payment, the School Authority may employ the services of a debt collector and/or Solicitor to assist in recovering monies due, when clearly the parent/guardian is able to meet the payment but is unwilling to do so. Such action will require the prior approval of the Canonical Administrator for Parish owned schools and the Governing Authority for non parish owned schools.

13. The institution of court proceedings to recover unpaid debts may only be proceeded with after approval to do so has been sought and obtained from the Canonical Administrator for Parish owned schools and the Governing Authority for non parish owned schools and notification has been provided to the Diocesan Director of Catholic Education.

REFERENCES:

Catholic Education Commission Victoria Financial & Administrative Procedures Manual

APPENDIX I – APPLICATION FOR FEE REMISSION (Use of this form is discretionary-sample only)

Bungaree Parish Schools Application for Fee Remission

In order for the school to consider an application for fee remission, the following questions must be answered. All information will be treated in strictest confidence with only the Canonical Administrator and Principal having access to the completed form. Please complete all questions. If you require assistance in filling in the form please contact the Principal.

NAME: _____

DAYTIME PHONE: _____

ADDRESS: _____

P/CODE: _____

Employment Details:		
	CARER 1:	CARER 2:
Name:		
Employer:		
Position		

Children Attending XXXXXX's:	
NAME:	YR LEVEL:

Other Dependants:		
NAME:	AGE:	HOME/NAME OF SCHOOL:

FAMILY INCOME PER FORTNIGHT:	\$	COMMITMENTS PER FORTNIGHT:	\$
Carer 1's wages (after tax) P F/n:		House Mortgage Repayments:	
Carer 2's wages (after tax) P F/n:		Rent:	
Regular Overtime:		Car Loan:	
Pension/Social Security:		Credit Cards:	
Family Allowance/Supplement:			
Austudy:		Other Loans:	
Maintenance:		Other School's Fees	
Other Income (give details):			
		Living Expenses:	
TOTAL:		TOTAL:	

Are you eligible for the Education Maintenance Allowance: Yes/No

Other comments relevant to your application:

Signed: _____

Date: _____

Office Use Only: Application Approved/Rejected Remission Amount \$ _____ Signed: _____

APPENDIX II – FEE PAYMENT METHOD (sample only)



BUNGAREE PARISH SCHOOLS

*PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh*



*St Brendan's School
1 Ti Tree Road, Dunnstown 3352
Tel: 0353 347604 Fax: 0353 347042
www.sbdunnstown.catholic.edu.au
31 January 20XX*

*St Mary's School
131 Powells Road, Clarkes Hill 3352
Tel: 0353 345280 Fax: 035334 5445
www.smclarkeshill.catholic.edu.au*

Dear Parents

As notified at the end of last year, fees for 20XX are as follows:

School Fees:

Family	\$XXX
Single Child Family	\$XXX
Capital Levy per family	\$XXX

Curriculum Levies:

Classroom Levy:	Prep/Grade 1	\$XXX
	Grade 2/3/4	\$XXX
	Grade 5/6	\$XXX
Excursion Levy:	Prep/Grade 1	\$XXX
	Grade 2/3/4	\$XXX
	Grade 5/6	\$XXX

For those families who are eligible for the Education Maintenance Allowance, application forms need to be completed by February xx. The Family Fee Assistance Scheme is available to families eligible for the Education Maintenance Allowance in all Diocesan Catholic Primary schools. Although a family may be eligible to receive a fee discount, families may choose not to apply for the fee discount and pay the full school fee. Families that qualify for the scheme will pay \$520 per annum (\$10 per week) for primary school tuition fees. The discount fee covers tuition and capital fees only.

No student will be excluded because of their parents' inability to pay tuition fees. Fee relief application forms are available from the office and an appointment with the Principal can be arranged to discuss fee concessions.

To assist with our budgeting and cash flow management could you please complete the attached form indicating your preferred payment method. Please return the form to school by February xx.

Parents wishing to pay using direct debit or credit card will be contacted shortly to make the necessary arrangements.

Yours sincerely
Mr Chris Kavanagh
Principal

APPENDIX II – (continued)



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Family Name: _____

Student Names: _____ Year: _____

_____	_____
_____	_____
_____	_____
_____	_____

Total Fees due (including fees and levies) \$ _____

I/We would like to pay our fees on the following basis: (please tick appropriate box)

ALL FEE ACCOUNTS NEED TO BE FINALISED BY THE 30TH NOVEMBER 2017

- Weekly Amount \$ _____
- Fortnightly Amount \$ _____
- Monthly Amount \$ _____
- Termly Amount \$ _____
 (By the end of the first week of each term)
- Annually Please specify month _____

Payments will be calculated based on 40 weeks, 20 fortnights, 11 months.

PAYMENT METHOD:

- Cash/Cheque
- Electronic Transfer BSB; 083 526 A/C 02999 4248
- Direct Debit of my Bank Account Fortnightly Monthly

Your Monthly Fee Progress Statement will be emailed to you. Please nominate the email address that you wish it to be sent to.

Email Address: _____

Signed: _____ Date: _____

**Please complete this form and return to the school by
 If you choose not to reply, the default will be MONTHLY instalments by cash/cheque.**

APPENDIX III – OUTSTANDING FEES COLLECTION PROCEDURE (sample only)

Where parents who are clearly able to afford but unwilling to pay fees, every effort must be made to help those parents understand their financial obligation. It becomes a matter of justice to the other parents and students that they should meet their commitments. The recovery of unpaid fees must be approached humanely and sensitively to protect the child as much as possible from the public embarrassment that could arise. Appropriate pastoral procedures should be initiated to ensure justice to all parents regarding their contribution.

The following process is a guide to assist schools in collecting outstanding fees. Some schools may wish to make personal contact as an initial step.

STEP 1 - Reminder Letter No 1 - sample Appendix III (a)

STEP 2 - Reminder Letter No 2 - sample Appendix III (b)

STEP 3 - Personal contact ie phone call

- noting previous correspondence and lack of response
- offer opportunity for appointment to discuss repayment plan
- obtain commitment to appointment and/or repayment plan

STEP 4 - Final Demand Letter - sample Appendix III (c)

STEP 5 - Place debtor in hands of debt collection agency

- if no response, and permitted by local fee policy, account must be placed with Debt Collection Agency
- Canonical Administrator must approve

STEP 6 - Proceed to Legal Action

- proceed only after all avenues of collecting overdue amount have been explored
- Canonical Administrator must approve in writing
- Director of Catholic Education must be notified in writing

APPENDIX III (a) – REMINDER LETTER NO 1 (sample only)



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Dear

Our records show that your school fees are now overdue. Could you please attend to this matter by settling the account. Should your family be experiencing financial difficulties please make an appointment to discuss the situation.

A copy of the account is attached for your information.

Yours sincerely

Mr Chris Kavanagh
Principal

APPENDIX III (b) – REMINDER LETTER NO 2 (sample only)



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Dear

Further to our earlier correspondence regarding your account for school fees, we advise that the account is well overdue and your early attention to this matter is required.

Payment by pre-arranged instalments is acceptable.

Fee concessions may be granted in cases of financial hardship or where other special circumstances exist. If this is the case please contact me to arrange an interview to discuss this matter.

It would be appreciated if you could attend to this matter by XXXXXXXX.

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APPENDIX III (c) – REMINDER LETTER NO 3 (sample only)



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Dear

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Prompt settlement of the account is now required by XXXXXXXX. Should you be unable to do so please contact me so we may discuss this matter. Payment by pre-arranged instalments is acceptable.

Failure to respond by the above date will leave us with no choice but to place your account with our Debt Collection Agency.

Yours sincerely

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NAME: _____

DAYTIME PHONE: _____

ADDRESS: _____

P/CODE: _____

Employment Details:		
	CARER 1:	CARER 2:
Name:		
Employer:		
Position		

Children Attending XXXXXX's:	
NAME:	YR LEVEL:

Other Dependants:		
NAME:	AGE:	HOME/NAME OF SCHOOL:

FAMILY INCOME PER FORTNIGHT:	\$	COMMITMENTS PER FORTNIGHT:	\$
Carer 1's wages (after tax) P F/n:		House Mortgage Repayments:	
Carer 2's wages (after tax) P F/n:		Rent:	
Regular Overtime:		Car Loan:	
Pension/Social Security:		Credit Cards:	
Family Allowance/Supplement:			
Austudy:		Other Loans:	
Maintenance:		Other School's Fees	
Other Income (give details):			
		Living Expenses:	
TOTAL:		TOTAL:	

Are you eligible for the Education Maintenance Allowance: Yes/No

Other comments relevant to your application:

Signed: _____

Date: _____

Office Use Only: Application Approved/Rejected Remission Amount \$ _____ Signed: _____

APPENDIX II – FEE PAYMENT METHOD (sample only)



BUNGAREE PARISH SCHOOLS

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31 January 20XX*

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Dear Parents

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APPENDIX II – (continued)



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Family Name: _____

Student Names: _____ Year: _____

_____	_____
_____	_____
_____	_____
_____	_____

Total Fees due (including fees and levies) \$ _____

I/We would like to pay our fees on the following basis: (please tick appropriate box)

ALL FEE ACCOUNTS NEED TO BE FINALISED BY THE 30TH NOVEMBER 2017

- Weekly Amount \$ _____
- Fortnightly Amount \$ _____
- Monthly Amount \$ _____
- Termly Amount \$ _____
 (By the end of the first week of each term)
- Annually Please specify month _____

Payments will be calculated based on 40 weeks, 20 fortnights, 11 months.

PAYMENT METHOD:

- Cash/Cheque
- Electronic Transfer BSB; 083 526 A/C 02999 4248
- Direct Debit of my Bank Account Fortnightly Monthly

Your Monthly Fee Progress Statement will be emailed to you. Please nominate the email address that you wish it to be sent to.

Email Address: _____

Signed: _____ Date: _____

**Please complete this form and return to the school by
 If you choose not to reply, the default will be MONTHLY instalments by cash/cheque.**

APPENDIX III – OUTSTANDING FEES COLLECTION PROCEDURE (sample only)

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- offer opportunity for appointment to discuss repayment plan
- obtain commitment to appointment and/or repayment plan

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STEP 5 - Place debtor in hands of debt collection agency

- if no response, and permitted by local fee policy, account must be placed with Debt Collection Agency
- Canonical Administrator must approve

STEP 6 - Proceed to Legal Action

- proceed only after all avenues of collecting overdue amount have been explored
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- Director of Catholic Education must be notified in writing

APPENDIX III (a) – REMINDER LETTER NO 1 (sample only)



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Mr Chris Kavanagh
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APPENDIX III (b) – REMINDER LETTER NO 2 (sample only)



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Mr Chris Kavanagh
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APPENDIX III (c) – REMINDER LETTER NO 3 (sample only)



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Yours sincerely

**Mr Chris Kavanagh
Principal**