



St. Anne's

Primary School

60 KNEES ROAD, PARK ORCHARDS, VICTORIA 3114

POLICY: FEE and LEVY POLICY

RATIONALE:

While St. Anne's school receives funding from both federal and state governments, the funding is insufficient to meet the school's needs. This shortfall is made up through the payment of school fees, class levies and capital levies. St. Anne's ensures that no baptised student is denied a Catholic education because of an inability to pay.

AIMS:

- To ensure maximum fee collection
- To clarify fee paying processes
- To outline procedures for those who are having difficulty in paying. This is done compassionately and to ensure privacy

IMPLEMENTATION:

Those responsible for the setting of school fees will be sensitive to the financial constraints upon families wishing to send a child to St Anne's. Nonetheless, parents who enrol their children in the School assume a moral and legal obligation to pay fees.

Parent Responsibility

Parents understand that a school, as well as primarily providing education services, is a business entity.

The parent(s) who signs the Enrolment Form accepts responsibility for payment of the fees and levies. It is also the responsibility of parents to notify the Principal if they are experiencing difficulty with the payment of fees.

School Education Board in Liaison with the Principal Responsibility

- The School Education Board in liaison with the Principal has a responsibility on behalf of the school community to review school fee levels each year, to help ensure the viability of the school and the quality of the education it provides. School fees are reviewed in the latter half of each year.
- At the time of preparation of the following year's school operating budget the School makes every effort to be both just and compassionate in:
 1. considering those who need a tuition fee reduction, and
 2. insisting that those who incur a debt must meet their commitment.
- The School Education Board is also responsible for ensuring that arrangements for the payment of fees are adequate, including timing and payment options. The fees and levies take into consideration projected educational, operational and developmental costs for the coming year, inflation, and any allowances for reduced fees.

Principal's Responsibility

- The Principal and the school accountant prepare the budget for the following year. A draft is produced and presented the School Education Board in the latter half of the year.
- During the course of the year, actual operating results are compared with original budget estimates on a quarterly basis. This quarterly review is presented to the School Education Board.
- It is acknowledged that there will be occasions when some families experience financial difficulties such that they are not in a position to meet the cost structure set by the School. In these circumstances it is important for families to understand that there are ways in which individual plans can be developed.
- As would be expected in a Catholic school, provision exists for reductions or deferrals of payment of fees when parents find themselves in circumstances of genuine need. In such circumstances, prompt communication and assessment of need is to be determined by the Principal (on behalf of the Parish Priest).
- A request for a review of tuition fees, which may require supporting documentation, will be dealt with respectfully and confidentially. Application for reduced tuition fees does not automatically mean that a reduction will be given. Each case will be considered on its merits.
- Any reduction in fees will be looked at in terms of the financial needs of the family concerned, and their responsibility to other fee-paying parents and the efforts these parents make in paying their fees. Applications should be lodged on an annual basis, as fee remission will only be granted on a

year-to-year basis. This may include a more detailed termly review and or plan.

Confidentiality

- Parents and guardians are assured that the School recognises and respects the privacy of families within its community and all financial arrangements will be treated with confidentiality and sensitivity. The Principal, who is responsible for the pastoral care of the whole school community, works in collaboration with the Parish Priest regarding fee remission decisions. While fee levels, fee concessions and other fee matters are a School Education Board concern, the final responsibility for fee collection rests with the Principal and Parish Priest.

Billing Schedule

- At the beginning of the school year, an account for the full year's School Fees, Capital Levy, Class Levy and Excursions will be forwarded with a schedule of payment and due dates corresponding to each of the four (4) terms. Updated accounts and reminders will be sent home early in each of terms 2, 3 and 4. As school fee statements may, from time to time be posted, it is important to ensure that the School Office is notified of any change of address.
- Stationery accounts are sent out in December of the previous school year.
- New families pay a \$200 deposit on acceptance of a position, which is deducted from the first year fees.
- All fees for the school year must be paid by the end of October.
- All levies must be paid by the end of March.
- The following is a list of the fees that must be paid in full even if a family is planning an absence from school for any period of time during the school year.
 1. School Fees
 2. Capital Levy
 3. Class Levy
- The following levies will not need to be paid in full if a family is planning an absence from school for a period of time and are absent during the time of that particular school event.

1. Excursion Levy
2. Camp Levy

Payment Method

- The School offers several payment options. Please refer to the payment options below to determine which payment method best suits your circumstances. Each choice has a due date and compliance with this is required. Payments must always be finalised by the end of the selected payment period.
- Parents have the option of paying in the following ways:
 1. total payment of the account on invoice
 2. four term payments in accordance with the schedule contained on the annual fee account
 3. monthly / regular payments as arranged with the school office or through your online banking
- School fees may be paid by cash, cheque, direct debit, electronic funds transfer (EFT) or credit card

(MasterCard, VisaCard). EFTPOS facilities will be made available. Credit card payment may be made in person at the school office, or by completing the lower portion of your fee statement and returning it to the school office, or by telephoning the school and providing the relevant card details.

NB: Payment by cash should only be made in person and a receipt obtained at that time. Where circumstances exist to make it necessary, any claim that school fees were paid in cash must be supported with a school receipt.

Payment Variations

- Requests for any variations or deferments in the payment of accounts must be made in writing to the Principal within 14 days of receipt of the account.

Non-Payment of Fees

- Notwithstanding the School policy to send out timely reminder letters, the Principal must be informed immediately if fees cannot be paid in full by the specified due date. A proposal for repayment of the fees over the course of the term must also be made at this time. Failure to respond will result in the account being sent to a debt collection agency, which may involve the

instigation of legal action. Matters, which have been referred to a debt collection agency, will not be handled by the School and will be treated quite separately from any further accounts with the school. Costs incurred in the collection of fees are the responsibility of the debtor. The School does not pay these fees.

Refunds

- In normal circumstances, one full term's notice, in writing, to the Principal is required if a student leaves the School. If this notice is not given, fees will be charged in lieu. If a parent has to withdraw a student from the School without the necessary notice. Application to the Principal may be made for a pro-rata refund of the fees.

EVALUATION

The School Supervision Policy will be reviewed every three years or when necessary.

This policy was reviewed in 2017

The next review will be in 2021