

Orana Catholic Primary School

**Querrin Ave
Willetton WA 6155**

Phone 9376 8300

SCHOOL FEES SETTING AND COLLECTION POLICY

RATIONALE:

As a Catholic school, operating as part of the Catholic Church, we have a vital mission, to provide a Catholic education for the children of families in our Parish. There is an obligation on us, as a school community, to ensure that families, who desire their children to be educated in their faith, can do so without fear of prejudice on the grounds of financial concerns.

There is also recognition that State and Commonwealth funding does not provide all of the money necessary to maintain the operation of the school. We are dependent upon the financial contributions of the families within the school to maintain the best possible level of educational service that we provide. There is therefore an obligation on the part of families with children at Orana to contribute to the cost of running the school. This obligation, termed "school fees" for the purposes of this policy, incorporates tuition fees, amenities fees, various levies with other charges. In the interest of justice and equity for all members of our school community there is the expectation that all families will contribute to the collection of school fees according to their ability to do so.

PRINCIPLES:

To ensure that there is equity and justice in all financial matters relating to school fee collection, the following principles will apply:

1. The collection of school fees shall be approached in the spirit of Christian charity and justice.
2. The inability to pay school fees will not be a factor in determining the acceptance of enrolment of a family into the school.
3. The inability to pay school fees will never be a reason for the exclusion of a student from the school.
4. The inability to pay school fees will never be a reason for the withdrawal or withholding of services to the student.
5. In a spirit of Christian charity and justice the School Board will actively pursue the collection of school fees by those families with the capacity to pay.
6. In the practice of Christian charity all applications for fee concessions will be treated with dignity, compassion and confidentiality.
7. All information pertaining to parents and the collection of school fees will be treated with the utmost confidentiality.
8. Any changes to the School Fee Policy will be generally be communicated to parents and the school community at the Combined School Board and P&F AGM in November, or at least four weeks prior to the proposed implementation date.
9. The School Board shall ensure that in setting the school fees each year, they do not exceed the recommended increase set by the Catholic Education Commission of Western Australia.

Procedures for Payment of School Fees:

1. Annual Fee Accounts will be issued in Week 3 of Term 1. Fee accounts can be paid as an annual lump sum, due 3 weeks after the date of issue, or alternatively by a direct debit payment plan of 8 monthly, or 16 fortnightly instalments commencing in March.
2. Fees may be paid by cheque, cash or EFT at the school office during normal office hours or on-line by B-Pay.
3. If families wishing to vary these payment options they must discuss this option with the Principal.
4. Any parent seeking relief or concession or a variation of their school fees is encouraged to contact the Principal to discuss the matter and complete a Variation of School Fee Schedule.
5. Adjustments or variations to fees are subject to review at the discretion of the Principal.
6. All fee adjustments are subject to review at the commencement of each school year.

Procedures for Payment of Outstanding School Fees:

1. If payment has not been received, or no payment plan is in place by 3 weeks after the date of issue a reminder account will be sent. Parents have 10 days from the date of the reminder account in which to either pay the account.
2. If payment, or contact with the Principal, has not been made by this date, a first 'Overdue' letter will be issued. This letter will give the parent a further 7 days in which to contact the Principal to discuss an application for a Variation of School Fees Schedule. The onus is on the parent to initiate contact with the Principal.
3. If still no response is received, a second & final 'Overdue' letter will be sent advising of the school's intention to take further action, if the parent fails to pay the account or contact the Principal to discuss a Variation of School Fees Schedule within 7 days of the date of the letter.
4. If, at the end of that day period payment has not been made or there has been no contact with the Principal to discuss a Variation of School Fees Schedule, the matter will be referred to a debt collection agency, for collection of all outstanding fees.



Financial Review – Fee relief

Parent Names	
Postal Address Suburb and postcode	
Contact numbers	

PERSONAL INFORMATION

Marital Status	Married / Divorced / Separated / Other
Husband's/Partners Occupation	Employer:
Wife/Partner's Occupation	Employer:

DETAILS OF STUDENT(S)

CHRISTIAN NAME	SURNAME	YEAR

Reason – Why is assistance being sought? i.e change of circumstances, illness, unemployment etc

FINANCIAL SITUATION

Do you hold any of the following cards

Pension / Concession Card number _____

Health Care Card number _____

Other type _____

INCOME STATEMENT – WAGES (3 pay slips or 2 quarterly BAS statements to accompany application)

Husband/partner \$ _____ net weekly/fortnightly/monthly Annual \$ _____

Wife/partner \$ _____ net weekly/fortnightly/monthly Annual \$ _____

BENEFITS / PENSIONS

Husband/partner \$ _____ net weekly/fortnightly TYPE _____

Wife/partner \$ _____ net weekly/fortnightly TYPE _____

LIABILITES: Weekly/fortnightly/monthly

Mortgage/Rent: _____ Frequency _____

Car: _____ Frequency _____

ASSESTS: Please enter the value of the following assets you may have

Approx Value(\$)

House(s) _____

Car(s) _____

Cash in bank _____

Investments _____

Other _____

Applicants must submit most recent play slips and/or group certificates and Centrelink documentation with this application.

I make this declaration conscientiously, believing the statements contained herein to be true in every particular.

I confirm that the details of this arrangement will remain confidential and will not be discussed with other members of the school community.

Signed: _____ Print Name: _____

Date: _____

Signed: _____ Print Name: _____

Date: _____