



ORANA CATHOLIC PRIMARY SCHOOL

School Fees Procedure

Sources of Authority	
CECWA Policy	Stewardship
Executive Directive	School Fees

1. Rationale

The Executive Directive – School Fees outlines the directives for school fee setting and collection for all Catholic Education Western Australia Ltd schools, in respect of students enrolled at Catholic schools.

The Executive Directive – School Fees must ensure that Catholic education in Western Australia remains an accessible and affordable choice for those seeking a Catholic education.

2. Scope

These guidelines apply to all Orana Catholic Primary School families.

3. Principles

1. Fees and levies must reflect the financial capacity of the school's community to contribute.
2. Parents and/or guardians with limited capacity to pay school fees may request a school fee concession.
3. Requests for fee concessions must be treated with dignity, fairness, compassion, and confidentiality.
4. Parents with eligible means tested family concession cards are entitled to receive the school's published Concession Card discount.
5. Where parents have the capacity to pay fees, the collection of school fees must be actively pursued.
6. The collection of school fees must be approached in the spirit of Catholic social teaching.
7. Inability to pay fees must never lead to the non-enrolment or exclusion of any student from a Catholic school.
8. Withholding student access from the provision of pastoral care support and curriculum offerings must not be used as a fee collection strategy.
9. The confidentiality of all information pertaining to school fee arrangements with parents, guardians and students must be maintained.
10. Fees levied for a particular purpose should only be used for that purpose.

4. Procedures

Payment of School Fees:

1. Annual fee accounts will be issued early in Term One. Fee accounts can be paid in the following ways:
 - As an annual lump sum, due within one (1) month of issue.
 - By a direct debit from a bank account or credit card Payment Plan of 8 monthly, 16 fortnightly or 32 weekly instalments commencing in March. The same payment options are also available via BPay.
 - Payments (for full payment, or for arrears can also be made by EFT at the school office during normal office hours.
2. If families wish to vary these payment options, they must discuss this with the Principal, or their delegate (Finance Officer or Assistant Principal).
3. Any parent seeking relief or concession or a variation of their school fees is encouraged to contact the Principal via finance@orana.wa.edu.au or (08) 9376 8300 to discuss the matter at the earliest possible date.
4. Parents will be required to complete the documents as shown in Appendix One.
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.
7. Parents of Full-Fee-Paying Overseas Students are expected to pay 50% of the annual fee prior to the commencement of the school year.

Payment of Outstanding School Fees

1. The following actions must be taken when collecting overdue fees:
 - a. A written communication, either via SMS or email, must be sent to the parents, bringing to their attention the overdue balance.
 - b. Where no response is received within 14 days, the school must attempt to contact the parent/s by phone to discuss the overdue fees and payment options.
 - c. If an arrangement to discuss the overdue fees cannot be made, or no action results after another 14 days, a formal written communication from the Principal must be sent to remind parents of their financial obligations. This communication must include an invitation to discuss the matter with the Principal and a specified timeframe for a response. Known as Letter One: Fee Obligations.
 - d. Where there is no response or action within 14 days of the formal written communication (*Letter One: Fee Obligations*), the Principal must send a formal written communication with a final notice. This communication must seek payment and outline the possible outcomes if payment is not received within the specified timeframe. This could include legal action. Known as Letter Two: Final Fee Notice.
 - e. Where there is no response or action within 14 days of the final communication (*Letter Two: Final Fee Notice*), the Principal should engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs.
 - f. If the debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, the Principal should consider initiating court proceedings through a General Procedure Claim to obtain judgement. Before this is initiated, the Principal must inform the Executive Director of CEWA in writing.
 - g. Before any enforcement actions or proceedings are taken, such as a means inquiry, the Principal must obtain written approval from the Executive Director of CEWA.

Authorised by	Jayson Peacock (Principal)		
Effective Date:	February 2026 (1.0)	Next Review:	2028

Appendix One – Fee Discount Request

REASON: Why is assistance being sought? (change of circumstance, illness, unemployment etc)

PERSONAL DETAILS

Parent Names	-
Postal Address	-
Contact Numbers	-

NAMES OF STUDENTS ATTENDING ORANA CATHOLIC PRIMARY SCHOOL

Name		Year	

NAMES OF OTHER DEPENDENTS

Name		Age & School	
Name		Age & School	
Name		Age & School	
Name		Age & School	

LIABILITIES (Monthly Approximate)

Mortgage / Rent (Per Month)	\$
Household Expenses (Per Moth)	\$
Car Loan Monthly Repayment	\$
Credit Card/s Monthly Repayment	\$
Other Loans/Debts Monthly Repayment	\$

ASSETS (Please enter the approximate value of the following assets you may have)

House(s)	\$
Car(s)	\$
Cash (bank)	\$
Investments	\$
Other	\$

You may be contacted if a meeting is required. If you prefer a day or time, please tell us (e.g. Mondays, morning/afternoon). When payment plan extensions or fee assistance is granted, the school is obligated to remind families of the school's Music Program Guidelines which state that students will not be admitted into the music programme if school fees are in arrears.

Each family must have an approved payment plan with the school, and they must also be on a payment plan that ensures the full balance will be paid by the due date of 31 October, unless an extension has been approved.

Please be aware this policy will remain applicable to your Fee account until such time as it is operating back within normal College guidelines.

REQUIRED SUPPORTING DOCUMENTS

3 x Recent Payslips or Centrelink Payment Statement for each applicant

or

2 x Quarterly BAS Returns

I/we confirm this is a true record of my/our financial position. I/we 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: _____

Completed forms to be sent to finance@orana.wa.edu.au
You will be contacted within 10 working days of your submission.