

ASSUMPTION CATHOLIC PRIMARY SCHOOL



SCHOOL FEE: SETTING AND COLLECTION

EFFECTIVE DATE:	2006
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FREQUENCY OF REVIEW:	Biennially
DATE FOR REVIEW:	2026

RATIONALE:

Assumption Catholic Primary School is committed to ensuring Catholic education in Western Australia remains an accessible and affordable choice for those seeking a Catholic education.

School fees provide resources for our students to learn and support the sustainable, accessible and affordable quality Catholic education.

Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools. Parents are required to make a commitment to support Catholic education financially 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.

DEFINITION

1.1 For the purpose of this policy statement School Fees shall be considered to be tuition fees, levies and other charges (e.g., excursions, camp fees, amenities, book hire)

1.2 Acceptance of Enrolment Fee:

- the fee associated with securing a student enrolment into a school after an offer of enrolment has been made by the school.

SCOPE

This policy applies to Assumption Catholic Primary School, Mandurah

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.

PROCEDURES

FEE COMMUNICATION

1. School fees and charges will be published to the school community before the end of the previous school year.
2. At the time of enrolment, parents and/or guardians are directed to the website for the school's current fees and charges schedule.
3. Acknowledgment of the fee collection procedures is on the application for Enrolment form which must be signed by the parents, or guardian. In the case of a sole custodial parent, one signature will suffice.
4. A full statement of fees payable for the year will be provided to parents at the start of the school year and periodic statements (per month) will follow.

FEE SETTING

1. CECWA will determine the School fee and percentage school fee change for each school and communicate this on an annual basis.
2. The School Advisory Council will endorse the annual fees and charges including maximum increases during the budget process each year.

Kindergarten Fees

Four Year Old Kindergarten fees shall be charged at 80% of a first child fee rate (based on 20% per day of program offered.) The normal discounts apply to second, third and fourth child fees.

Sibling discounts apply to kindergarten students.

Three Year Old Kindergarten Fees are charged on the basis of "User Pays" as no funding is received to provide this program. Income must cover the cost of staff salaries and some resources. Fees are paid on account on a term by term basis. Children may enrol in the program from the day they turn three. Mid term enrolments will be calculated on a day by day possible attendance basis, and

a modified account will be issued. Family discounts do not apply for Three Year Old Kindergarten students.

FEE DISCOUNT, CONCESSIONS & ASSISTANCE

Family Discounts

Families with siblings enrolled in Kindergarten through to Year 6 at Assumption are entitled to a family discount.

The following sibling discounts apply:

2nd Child enrolled	20% of that child's compulsory fees and charges
3rd Child enrolled	40% of that child's compulsory fees and charges
4th Child enrolled and beyond	100% of that child's compulsory fees and charges

Parents who receive the Concession Card Fee discount are eligible to receive family discounts for their children who are siblings within the same school.

Concession Card Fee Discount

The Concession Card Discount Scheme provides an automatic fee concession for the holders of eligible means tested family concession cards. This discount applies across all year levels, from Kindergarten to Year 6.

The total discounted school fees for holders of eligible means tested family concession cards are determined on an annual basis.

Family building levies must not exceed the corresponding percentage of the discounted school fee for the eldest sibling as follows:

Kindergarten	30% of the CC Fee	\$90 per family
Primary (PP-Year 6)	30% of the CC Fee	\$90 per family

The school will apply the Concession Card discount to all core compulsory curriculum fees and charges. Third party, pass-through, or elective costs may be charged at cost.

Multiple school family discount for siblings

As from 2018, the family fee discount will apply for families attending Mandurah Catholic College Secondary school and Assumption Catholic Primary School. This discount will be calculated across the two schools. The cost of this discount will be shared across the two schools.

If a family has students attending multiple Catholic Schools in the Peel Region: MCC, St Damien's CPS, St Joseph's Pinjarra and St Joseph's Waroona; the same family discount will be applied across the schools. The cost of this discount will be shared across the applicable schools.

Payment Plan Assistance

Families can request assistance with payment plans, through the Principal.

4. The Composition of the School fees:

Annual fees charged can be found on the schedule that is announced at the Annual General Meeting in November. Fees comprise the following:

a) Tuition Fees:

Tuition fees are allocated to the various Learning Areas to support the teaching and learning programs provided by the school.

b) Building Levy:

The Building Levy is charged on a per family basis. Payments to the school building fund are used for the purpose of debt servicing loans and providing for the future capital development of the school. All schools in the Catholic Education system pay into a central co-responsibility fund to assist in the ongoing development of all schools.

c) P & F Levy:

This levy is collected by the P & F via the school fee account to limit fundraising during the course of the year. In co-operation with the Principal, the P & F develops a set of priorities for the year, and these are funded according to need. Matters will be referred to the School Advisory Council on a needs basis.

d) Amenities Fee:

The Amenities Fee is charged per child and contributes to miscellaneous student expenses. The balance of this expenditure is subsidised by the school. This may include, and is not limited to, the purchase and maintenance of a wide range of textbooks, stationery, art and craft materials and other sundry items including IT (Information Technology) and associated costs utilised by the children during the course of the year.

e) Acceptance of Enrolment Fee:

A \$200 fee is charged to secure places which will then be deducted from the first semester's tuition fees for the year. This fee is not refundable once the position has been accepted.

f) Sacramental:

This will be charged to the school fee account and contribute to the cost of medallions, certificates and a retreat.

g) Swimming:

Swimming will be charged to the school fee account for PP – Yr Six students.

h) Excursions:

Excursions are charged to the school fee account as a part of the Amenities Fee.

i) Camp Fees:

Year Six camp fees will be invoiced separately.

j) Annual Levy:

An Annual levy will be charged to the school fee account for Yrs PP – Y6. This fee covers the supply of school Yearbook, exercise books, Making Jesus Real books and other items from time to time.

FEE COLLECTION PROCESS

1. Initial fee invoices, stating the annual fees payable, are to be sent to parent/guardian during Week Two, Term One in Semester One.
2. Payment of school fees can occur via debit card, credit card, direct debit or bank transfer on a weekly, fortnightly, monthly or annual basis.
3. Fees must be paid within 21 days of the annual statement due date.
4. Families who elected to not pay the full annual statement within 21 days of issue, must complete a Direct Debit form; outlining their frequency and method of payment; as above.
5. Statements will be emailed to families monthly.

Collecting Overdue Fees

1. Fees must be paid within 21 days of the annual statement due date.
2. Parents/Guardians who have not paid their fees within 21 days of the annual due date will be issued with an "Overdue Notice". This notice will show the amounts overdue together with a reminder that Variations are available and that an appointment (phone call or in person) can be arranged to discuss them.
3. Where no response is received within 14 days, the school will attempt to contact the parent/s by phone to discuss the overdue fees and payment options.
4. 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 will 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. Refer to Letter 1: Fee Obligations in the *School Fees Executive Directive - Supporting Guidelines* document.

5. Where there is no response or action within 14 days of the formal written communication (*Letter 1: Fee Obligations*), the Principal will 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. Refer to Letter 2: Final Fee Notice in the *School Fees Executive Directive - Supporting Guidelines* document.
6. Where there is no response or action within 14 days of the final communication (*Letter 2: Final Fee Notice*), the Principal will engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs.
7. If the debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, the Principal will initiate court proceedings through a General Procedure Claim to obtain judgement. Before this is initiated, the Principal will inform the Executive Director of CEWA.

- 1) If fees are still not paid within 21 days of the "Overdue Notice" and no agreement regarding Variations has been made, then a "Final Demand" will be sent. The "Final Demand" notice must again detail the amounts overdue, the fact that Variations are available and the involvement of a collection agency if fees are not paid within a further 21 days.
- 2) If fees are still not paid and no attempt has been made by the parent/guardian to discuss the situation, then the debt is to be handed over to a Collection Agency.
- 3) The final decision to involve a Collection Agency is at the sole discretion of the Principal.
- 4) Once the debt is handed over to a collection agency, the school will have no further involvement in the collection process.
- 5) During all stages of the process, proper and accurate documentation shall be kept on each attempt to resolve the problems of outstanding fees by the School Administration Staff.
- 6) The Principal can, at any time, request the services of the School Advisory Council Treasurer or Chairperson to assist in the collection process.
- 7) A summons can be issued by the appropriate school authority and judgement entered against the parent/guardian; however, before proceedings are taken, such as a Warrant of Execution, Order of Commitment, Garnishee Order, Judgement Summons etc., approval must be obtained from the Executive Director of Catholic Education.
- 8) Any fees not paid in one year will accumulate onto the next year's fee account. This can only be waived at the discretion of the School Principal.
- 9) Approval of write offs, discounts and rebates: Discounts, rebates, exemptions, and the write-off of debts in relation to School fees and levies should be approved by the School Advisory Council, or the Principal on delegated authority.
 - a. The Principal has the delegated authority from The Assumption CPS School Advisory Council to 'Write Off' a bad debt to a maximum of \$1500, without consultation with the School Advisory Council. These Write Off will be presented to the Finance Committee.
 - b. The Finance Committee will present the School Advisory Council an Annual Report listing: Write offs, rebates, discounts and exemptions.

VARIATIONS TO THE FEE COLLECTION POLICY

Recognition exists of the Church's preferential option for the poor and disadvantaged and it is also a belief that every family can contribute to fee payments. With this in mind, variations to the Fee Collection Policy are made by mutual agreement between the parent/guardian and the Principal.

The Principal will consider requests for special fee concessions and discounts from parents. After receiving the request, the Principal will determine an appropriate fee concession after considering the parent's financial capacity to pay. Families applying for fee concessions must lodge **XXXFORM**.

Any variation must be documented in writing and be signed by both the parent/guardian and the Principal. It is the School's responsibility to monitor and follow up on all variations.

Any variations given are applicable only for the current school year; they do not automatically carry forward to the next school year.

Failure to adhere to the terms of the variation will result in the variation becoming Null and Void. The result is that all outstanding fees will become immediately payable and that the normal fee collection policy will apply.