



SCHOOL FEES: SETTING AND COLLECTION POLICY 2-C12

RATIONALE In accordance with CECWA policy, St Mary's School endeavours to make available the opportunity for a Catholic education to all Catholic students whose parents seek a Catholic education for them, insofar as possible embodying the Church's special preference for the poor and disadvantaged. It is in Christian faith that we seek justice for all members of our community by being fair in our expectations of parents/guardians to support financially the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.

The practice of justice and charity requires that requests for fee variations be treated with dignity, compassion and confidentiality and the inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any Catholic child from St Mary's.

- PROCEDURES**
- Annual fees and charges, including maximum increases shall be set each year by the School Board, in accordance with the CECWA policy.
 - On application for enrolment, parents/guardians are provided with the school's fee schedule. Accounts include:
 - Tuition Fees
 - Building Levy
 - Amenities Fee
 - P & F Levy
 - The School Fees Setting and Collection Policy is explained and parents are reminded of their commitment to pay school fees.
 - Each term, School fee accounts are distributed, through the eldest child, to parents/guardians by the end of Week 2.
 - Payment is required by the end of Week 5 and any family having difficulty in paying their account should make an appointment to speak with the Principal otherwise a reminder will be mailed out.
 - Each terms' accounts include any outstanding amounts.
 - Where there has been no response to all reasonable attempts to negotiate a fee repayment strategy, further action is required and parents/guardians will be notified of this.
 - Documentation shall be kept on each attempt to resolve the problems of outstanding fees.
 - Parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.