



MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

SCHOOL FESS SETTING AND COLLECTION POLICY

POLICY AREA: Community
REVIEWED: 2020
NEXT REVIEW: 2023

"Mandurah Catholic College is a learning community seeking truth by living out the Gospel values through the Catholic faith and by promoting the holistic and optimal development of each student."

RATIONALE

Catholic schools exist to educate Catholic students. Where there is room and in accordance with enrolment policies, children of other faiths are most welcome. There is an expectation that all families will contribute financially to the upkeep of the school according to their financial means. This policy clearly sets out all aspects associated with the setting and collection of fees and given that from time to time families will be unable or unwilling to meet their commitment it details processes that enable the College to address these situations, mindful of the Church's preferential option for the poor and disadvantaged.

The Catholic Education Commission of Western Australia has a responsibility to make Catholic education available to all Catholic students whose parents seek a Catholic education for them, in so far as this is possible, while embodying the Church's preferential option for the poor and disadvantaged. 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

School Fees - For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (excursions, camp fees, amenities).

Role of School Board - Managerial role with regard to the setting and collecting of school fees.

PRINCIPLES

- The collection of school fees shall be approached in the spirit of Christian charity and justice.
- To ensure equity of educational opportunity, should there be a difficulty with fees, each case will be treated with privacy and respect, but negotiation of such issues must take place regularly with appropriate persons such as the Principal or Business Manager.
- The College shall ensure that school fees reflect the socio-economic status of the school community.
- The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
- Families with limited financial resources and means tested family concession card holders have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.

- The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
- Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

PROCEDURES

- The Business Manager and the Principal in consultation with the Board Finance Sub-Committee shall prepare a draft budget. This budget shall contain a fee structure which is set in accordance with CEWA policy and is ultimately approved by the School Board.
- A fee schedule shall be prepared and shall include:
 - Annual tuition fees
 - Options and timeline for payment
 - Building Levy
 - P&F Levy
 - Sibling Discounts
 - Process for negotiating fee concessions
 - Book, equipment and school property costs
- Families who are experiencing financial hardship may apply to the Principal, through the Business Manager for special fee arrangements. For all concessions requests the appropriate Application for Financial Assistance form is to be filled out.
- A recognition exists of the Church's preferential option for the poor and disadvantaged, 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/Business Manager.
- The school's fee collection will also be in accordance with the discounts applicable to the Catholic Education Policy regarding Health Care Card holders and Pensioner Concession Card holders.
- Any variation must be documented in writing and be signed by both the parent/guardian and the Principal/Business Manager. 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.
- Fees are charged once per year and an invoice is sent in January with reminders at the beginning of each Term. Families are offered the following payment options:
 - Option 1 Payment in full for the whole year by 31 March
 - Option 2 Three equal instalment payments
 - Option 3 Direct Debit (either weekly, fortnightly or monthly)
 - Option 4 An agreement that has been negotiated with the Principal/Business Manager and is formalised in a written agreement.
- Payment may be made by the following methods:
 - Cash/Cheque
 - Credit Card
 - BPay
 - Direct Debit
- All accounts will be mailed and include a letter from the Principal to emphasise the importance of prompt payment of fees and to encourage families with difficulties to contact the College as early as possible.
- The following timeline and procedures are to apply:
 - 1st instalment is due 31 March
 - 7 days later a notification (via email/letter/statement) with a 'friendly' reminder
 - 7 days later a soft letter
- The College Business Manager, through the Finance Sub-Committee, will recommend to the Board that any fees considered irrecoverable will be written off.
- Thereafter, further attempts to recover outstanding fees shall be in accordance with the CEWA policy on Setting and Collection of School Fees.



MANDURAH CATHOLIC COLLEGE

Fee Payment Commitment Form

**** PLEASE NOTE THIS FORM IS REQUIRED TO BE RETURNED TO THE FINANCE DEPARTMENT
No later than 31 March, XXXX ****

I/We have read and understand the information outlined in the fees schedule and confirm that I/we will meet my/our obligations and payment will be made using one of the following plan options:

Payment Plan/Instalments: (please tick one box)

- One (1) payment by 31 March and plan as listed below.
- Payment Plan set up weekly, fortnightly or monthly (please complete Payment Option below).

~ All fees are due in full by 30 NOVEMBER every year regardless of the payment option ~

Payment Option (please tick one box from each column & complete applicable forms):

- | | |
|--|---|
| <input type="checkbox"/> Direct Debit ** | <input type="checkbox"/> Weekly |
| <input type="checkbox"/> BPAY | <input type="checkbox"/> Fortnightly |
| <input type="checkbox"/> Credit Card ** | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Cash/Cheque | <input type="checkbox"/> Other: (tax return , bonus, etc) _____ |

** Please note forms required for these payment methods are available with the Finance Officer – contact information listed below in shaded area.

Health Care Card discount ~ (please tick box if applicable)

If you hold a valid Family Health Care Card or Pensioner Concession Card, you may be eligible for a discount from the Catholic Education Office and/or the Secondary Assistance Scheme. Please see the Finance Officer **at the beginning of the school year** for completion of forms and more details.

- I am a Family Health Care or Pension Concession Card Holder

I/We understand that, should payments NOT be able to be made on time or as agreed, I/We must contact the Finance Officer on **9531 9529** or via email at Jackie.Wilkie@cewa.edu.au to discuss the matter.
Approval from the Principal/Business Manager is required for any requests to extend payment beyond the assigned due dates.

Name of Student(s): _____

Name of Parent(s): _____

Parent/Guardian Signature: _____

Date: _____

Please note: If the Parent/Guardian(s) have a split account or share responsibility for payment of school fees, each one must complete this form separately. Evidence of this in the form of a Court Order, must be provided.