

SCHOOL FEES, SETTING AND COLLECTION, POLICY DOCUMENT

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Due for Review: 2015

RATIONALE

Our Lady of Grace School endeavours to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them.

The School has a responsibility to communicate the financial constraints under which it operates to parents enrolling their children. Parents are asked to make a commitment, to support Catholic education financially by paying fees.

The Church and the School Board have a preference for the poor and disadvantaged.

DEFINITION

School Fees shall be considered to be tuition fees, levies and other charges (eg. Camp fees, amenities, book hire, swimming lessons etc.)

Enrolment fee: The fee associated with processing an application for enrolment in the school :

PRINCIPLES

1. The School Board has the responsibility for assisting the Principal with the financial management of the school.
2. The collection of school fees shall be approached in the spirit of Christian charity and justice.
3. Requests for fee concessions will be treated with dignity, compassion and confidentiality.
4. The inability to pay school fees will never be the reason for the non-enrolment or exclusion of a child from Our Lady of Grace School.
5. Every effort will be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.
6. Families with limited capacity to pay school fees have an entitlement to claim a fee concession.
7. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.
8. Families with eligible means tested family concession cards have an automatic entitlement to tuition fee concessions.
9. The withholding of access to students of normal pastoral and curriculum provision will not be used as a fee collection strategy.

OUR LADY OF GRACE SCHOOL POLICY STATEMENT

PROCEDURES

1. Annual fees and charges are set in consultation with the School Board and in accordance with CECWA advice provided during the budget process each year.
2. Approval of the Director of Catholic Education will be obtained prior to exceeding the maximum increase in school fees.
3. Fee information is given to parents prior to or on enrolment of the student.
4. Fee information is communicated to parents through the enrolment package, newsletters and the school website.
5. An 'Acceptance of Enrolment' fee is charged at the time enrolment in OLG is confirmed.
6. Automatic tuition fee discounts for holders of eligible means tested family concession cards will be implemented in line with CECWA policy.
7. The following sibling discounts are applied:
 - a. 1st child enrolled 0%
 - b. 2nd child enrolled 20% of the 1st child's tuition fee
 - c. 3rd child enrolled 40% of the 1st child's tuition fee
 - d. 4th child enrolled 100% of the 1st child's tuition fee
8. Kindergarten fees are set as a pro rata proportion of the first child full time fee. Sibling discounts apply to kindergarten students.

Fee Collection

1. Fees are sent out by Week 2 of each term. Reminders are sent out by Week 4. Letters are sent out when fees have not been paid by the end of Week 6.
2. Parents who have not paid their fees are invited to meet with the Principal or Finance Officer to discuss the matter.
3. Parents are phoned by the Principal if there has been no response to requests for payment / an interview.
4. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required:
 - 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 and that any costs associated with taking this measure will be passed on to the parents involved.
 - a General Procedure Claim (summons) can be issued by the Principal via the debt collection agency engaged and judgment entered against the parent. Before enforcement proceedings are taken, such as a Property Seizure and Sale Order, Earnings Appropriation Order, or any other enforcement action, written approval shall be obtained from the Director of Catholic Education