

St Andrew's Catholic Primary School

School Fee Payment Policy

POLICY No. 4.15.2

Introduction:

In any given year the "ideal situation" is for all school fees to be paid by the due date.

The school is dependent on school fees to enable it to meet the financial gap between operating costs and government funding. St Andrew's School endeavours to recover all outstanding fees. However, due to economic hardship some families encounter genuine difficulty meeting their obligation. The procedures for the collection and payment of school fees are set out below:

Purpose:

By setting this policy we aim to balance the financial needs of school families with the school's operating requirements and establish a process to collect fees that recognises genuine difficulty.

Guidelines:

1. When a parent initially enrolls their child at St Andrew's School an Enrolment Application Form is signed whereby an agreement is made to meet the payment of school fees. Due dates for payment of school fees will be published on a regular basis and are also available on the school website: www.saclaytonsth.catholic.edu.au/enrolment.
2. Fees at St Andrew's are set at a flat rate cost per family, regardless of how many children are enrolled. School fees are increased at the start of the new school year and generally reflect rises in the CPI.
3. An account is forwarded to all families in February. School fees will be billed in full and can be paid in full, or in four instalments by **6 March, 15 May, 14 August and 16 October, 2020**. The levy component of the account should be paid in full by the end of Term 1.
4. An "Account Rendered" will be forwarded two weeks after the due dates listed. If there is no response within a week an account will be sent home with a response required within a further week. Parents are requested to contact the Principal if there are genuine difficulties.
5. Failing any type of response, further correspondence is forwarded indicating the amount outstanding. Again, parents have the opportunity to contact the Principal to discuss difficulties meeting the required payments.
6. The school appreciates that there may be circumstances at various times of the year which prevent full payment of fees being made within the required period of time. Arrangements are made to meet with families encountering genuine difficulties to discuss and perhaps set out a scheme of repayment.
7. If no attempt is made to contact the Principal, and the family has fallen behind in the payment of school fees by more than two terms, the matter will be discussed with the Parish Priest, and will then be passed onto a debt collector. The family will be liable for any charges incurred by the debt collection agency.
8. These accounts and subsequent accounts will be handled by an outside agency.