



St Monica's Primary School Evatt ACT



SCHOOL FEE POLICY

Background

Enrolment of children at a Catholic diocesan school in the Archdiocese of Canberra and Goulburn carries with it the undertaking by parents/guardians to accept the obligation to pay **all** school fees. It is, however, a matter of Catholic Education Commission policy that inability to pay school fees should never exclude any child from a Catholic school.

A copy of the St Monica's Fee Policy will be included in the St Monica's Information Booklet provided to the enrolling child's parent/s, carer/s or guardian/s at time of enrolment.

Types of Fees

- **Enrolment Fee** – per child - payable when lodging Enrolment Form - **non refundable**.
- **School Tuition Fee** – per child, per term – is remitted directly to the Catholic Education Office.
- **Canberra Catholic Schools Building Fund** – per family, per term – is remitted directly to the Catholic Education Office. **Contributions are fully tax deductible**. Where an older sibling attends another Archdiocesan Catholic School including St Francis Xavier, Merici College and John Paul College, this amount will be collected by that school, and is not paid to St Monica's.
- **School Levy** – per 1st 2nd & 3rd child, per term – is retained by the school and covers telephone, postage, cleaning materials, janitor/cleaner's wages, equipment maintenance, water & sewerage rates, electricity, first-aid materials, administrations costs other than wages, professional development, curriculum and teaching expenses, etc.
- **Information Technology Levy** – per child, per term – is retained by the school to cover the cost of maintaining computer hardware and current loan repayments for hardware purchased.
- **Curriculum Levy** – per child, per term – is retained by the school to cover the cost of specialised curriculum activities including gymnastics, dance and visiting school performances or excursions where the whole school attends or that have been nominated prior to the levy being set.
- **Stationery Levy** per child per term – covers the cost of items purchased for use by the student i.e. text books, exercise books, stationery and classroom consumables, photocopy paper etc.
- **Magazine Levy** - per family – billed in Term Four to cover printing costs to produce the magazine.

Payment of Fees and Levies

1. Fees and levies may be paid via instalments if it is more convenient for families to do so. This can be done via direct debit or by using Bpay as directed on the Fee Statement. Full EFTPOS facilities are available at the School Office, or by phone for credit cards. Authority forms for Direct Debit and Credit Card deductions are available at the Front Office and on the school website (under Publications – Whole School Forms).
2. All occasions of leave of absence of a child/ren from school attendance will be paid in full unless the child/ren cease to be enrolled at the school. **Please note that if a child is away from the school for an extended period of time (eg. overseas holiday) full fees are payable for that time.**
3. Fees and levies will be calculated on a per week pro-rata scale for an enrolment of a student after the first day of term or if a child departs the school before the end of Week 5 of a term. Families will be required to pay the full terms fees and levies should they leave after Week 5 of a school term.
4. The Stationery Levy is to be paid on a per term pro-rata scale for new students who arrive after the first term.
5. Families seeking short term enrolment will be required to pay a pro rata fee negotiated with the Principal.

Recovery of Unpaid Fees and Levies

1. School Accounts will be issued in Week 2 of each Term and are to be settled within 30 days unless payment is made via instalments or other arrangements are made with the Principal within those 30 days.
2. Reminder notices for overdue accounts will be issued in Week 5 of each Term.
3. When deemed necessary by the Principal a family will be contacted directly by the Principal regarding payment of the school fees. A copy of the St Monica's School Fee Policy will be included with a second reminder notice issued in Week 8 of each term.
4. If there is no response to the second reminder notice within 14 days the following action will be taken:
 - i) The Principal or delegate will contact the family by phone or send a letter requesting an interview to discuss the matter.
 - ii) If there is no response the Principal is to send a letter stating that **'the St Monica's School Council Executive will need to become involved in this matter'**. At this time their identity will need to be disclosed to the members of the St Monica's Fee Committee who are representatives on the School Council Executive. A copy of the School Fee Policy will be forwarded to the family involved outlining in detail the School's policy for recovery of unpaid fees.
 - iii) If no response to the Principal's contact is received, the Council Executive may direct the Principal to engage a debt collection agency.
5. If a family member attends the interview and/or commences instalment payments as arranged but discontinues payment after a small number of instalments, the Principal
 - (i) Will contact the family requesting an explanation
 - (ii) If no effort is made to recommence instalments within 14 days, legal action will be considered in an endeavour to finalise the matter.

FEE STRUCTURE – determined by the School Council in Term 4 of each year.

Exemptions/Remissions

- (i) Families who consider they will not be able to pay their full fees by the due date should advise the principal as soon as possible.
- (ii) In cases of genuine hardship, fee exemptions and fee remissions may be given after consultation and interview with the Principal who then refers the case to the Council Executive's Fee Committee who will convene, when required, for the purpose for ratification.
- (iii) All cases will be handled compassionately and fairly, and dealt with due regard to confidentiality – the Council Executive or sub-committee will not be given details that will identify the family by name.
- (iv) Details of unpaid fees and levies that are the subject of exemption / remission will be made known to the Council Executive and will be subject to the standard fee recovery process.
- (v) Any variation to fees by way of exemption or remission will be reviewed at the commencement of each year, upon application. New requests will be considered at the commencement of each term upon application and approval by the Council Executive.
- (vi) Acceptance into extra-curricula activities outside the mainstream educational programme may be refused if school fee obligations have not been met.

The Principal and Finance Officer work closely together to monitor fees and the preparation of all correspondence.