



Padbury Catholic Primary School

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SCHOOL FEE SETTING AND COLLECTION POLICY

Rationale:

Padbury Catholic Primary School have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in a Catholic School. Parents are required to make a commitment to support Padbury Catholic Primary School 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.

Principles:

- 1.1 The collection of school fees shall be approached in the spirit of Christian charity and justice.
- 1.2 Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
- 1.3 The Padbury Catholic Primary School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
- 1.4 Padbury Catholic Primary School shall ensure that school fees reflect the socio-economic status of the school community.
- 1.5 Families with limited capacity to pay school fees have an entitlement to claim a fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
- 1.6 Families with eligible means tested family concession cards (Health Care Card & Parenting Payment Single Allowance PPS) have an automatic entitlement to tuition fee concessions. This does not include additional charges such as excursions, resources, camp and insurance. Families eligible for the Health Care Card Tuition Fee Discount Scheme will need to present their card to the office and complete a simple declaration form at the beginning of each school year. At this time, payment of fees will need to be discussed with the Principal. Applications for eligible Health Care Cards and Pensioner Concession cards must be received by the end of Term 1 each year.
- 1.7 The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.

- 1.8 Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
- 1.9 Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

Fee Setting:

- 2.1 Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
- 2.2 Application for Enrolment fees, if applicable to the school, shall be a maximum of \$35.00 or 1% of the annual tuition fee whichever is the greater and shall be non-refundable.
- 2.3 Acceptance of Enrolment fees shall be no more than 25% of the annual tuition fee and shall be deducted from the first semester’s tuition fees in the year of enrolment. Where circumstances beyond the control of parents result in an acceptance of enrolment not being fulfilled the principal shall give consideration to a refund of the Acceptance of Enrolment fee.
- 2.4 The level of sibling discounts shall be determined by the School Board. The following sibling discount levels are:

1st child enrolled	0%
2nd child enrolled	20% of that child’s tuition fee
3rd child enrolled	40% of that child’s tuition fee
4th child enrolled and beyond	100% of that child’s tuition fee

Kindergarten fees shall be charged as a proportion of the respective first child full time fee. Sibling discounts apply to kindergarten students.

All students and families are eligible for sibling discounts including families who receive automatic tuition fee discounts as holders of eligible means tested family concession cards.

2.5 Building Levy

Commencing in 2009 The Padbury Catholic Primary School Board introduced a compulsory Building Levy per family. The Building Levy contributes to maintaining school buildings, costs towards fixtures of buildings, purchase of equipment used exclusively for maintaining the buildings.

In addition, the Building Levy will in part contribute to the debt servicing of the schools existing and future building loans. This levy is not tax-deductible. Refer to the School fee Schedule for the current year Building Levy Fee.

Fee Collection:

3.1 Principals shall ensure that prior to legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. Where parents and/or guardians have ignored all reasonable attempts to negotiate a fee payment strategy and further action is required:

- documentation shall be kept on each attempt to resolve the problems of outstanding fees
- parents and/or guardians shall be notified that the services of a debt collection agency or solicitor shall be engaged to recover outstanding fees and any additional costs shall be added to the account in accordance with the School Fee Policy
- schools shall only engage the services of a debt collection agency or solicitor who undertakes to comply with the ACCC, Trade Practices Act (TPA) and ASIC Debt Collection Guideline: for collectors and creditors
- a General Procedure Claim (summons) can be issued by the appropriate school authority 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 (diocesan accountable schools) or the Congregational Leader (order accountable schools)

References:

Catholic Education Commission of Western Australia Policy statement 2-C2 Stewardship - School Fee Setting and Collection