

## **Fees Collection Policy**

1. Fees, which include other compulsory charges, are set by the School Board, taking into account the budgetary requirements of the school and the needs-based policies of the Catholic Education Commission of Victoria. Fees are set annually at a Board Meeting in December or early February.
2. Accounts are sent and payable at the beginning of Terms 1, 2 & 3. Families enrolling or transferring during the year are billed pro-rata – for the number of weeks attended.
3. The parents are offered a number of methods of paying fees to reduce their financial burden and to assist their financial planning. The School offers to accept the fees on weekly, fortnightly, monthly, per term or an annual basis via cash/cheque, direct debit, EFT and the use of Centrepay. At the beginning of each year the school provides to parents a full account of the fees for that school year. Periodic statements e.g. each term, are issued indicating each individual's position regarding payments for the year.
4. The school will use a variety of methods to follow-up non-payers. If parents commit themselves to a particular method of payment, follow up for those who fail to meet their promises will be made at an early occasion. The shared responsibility of all parents for the financial support of the school is an important point. Concessions will be offered where necessary. The Principal in a sensitive, discreet and confidential fashion will conduct follow up on a personal basis.
5. After personal and pastoral contact with non-payers, letters will be issued to remind people of their obligations. As a last resort the school can decide to send an official letter, from a debt collection agency, when clearly the parent/guardian is able to meet the changes but is unwilling to do so.
6. When the above process has proven to be unsuccessful and after the Director of Catholic Education has been advised of the circumstances, the services of a Debt Collection Agency may be used to take further action. For philosophical and pastoral reasons no student will be excluded from re-enrolment as a consequence of his/her parents'/guardians' unwillingness to pay school fees. Legal action may be appropriate to pursue after the student has left the school.
7. The policy of the school is that no child will be excluded from the school if families have genuine financial difficulty. Families experiencing financial difficulties need to contact the Parish Priest or Principal so that arrangements can be made. Such arrangements are strictly confidential.

8. 11. Families that have a Health Care Card or Pension Card may be eligible for the CSEF – Camps, Sport & Excursion Fund from the Commonwealth Government. Applications will be made available to these families which will entitle them to fee relief.

**Last Review: May 2020**

