

School Fee Collection Procedures



Our Lady of Fatima School

1. Purpose

The School Fee Collection Procedures outline the process for the collection of school fees for students at Our Lady of Fatima School. As part of Catholic Education Western Australia (CEWA), Our Lady of Fatima School aims to be an accessible and affordable choice for families. The collection of school fees must be approached in the spirit of Christian charity and justice and there is recognition of the Church's preferential option for the poor and disadvantaged.

SOURCES OF AUTHORITY	
CECWA Policy	Community Policy
Executive Directive	Fees

2. Scope

These procedures apply to all prospective and existing families within the Our Lady of Fatima School community. Under no circumstances can a child enrolled in a school be refused on-going enrolment because their parents have not paid fees.

3. Procedures

Fee Communication

- School fees are announced to the school community and uploaded onto our website prior to the end of the previous school year.
- On the application for admission, parents and/or guardians will be provided with the school's fee schedule.
- A full statement of fees payable for the year are provided to each parent/guardian at the start of the school year and periodic statements follow, as per the fee collection procedures below.

Fee Setting

- The Catholic Education Commission of Western Australia will determine the maximum total school fee increase and communicate this to each school on an annual basis.

- Our Lady of Fatima School charges a \$35 application fee for students enrolling from Kindergarten to Year Six, which is payable upon submission of the enrolment application form and is non-refundable.
- If enrolment is offered, an enrolment deposit of \$100 for Pre-Kindergarten and \$250 for Kindergarten to Year Six is charged and will be refunded off the account of the parent/guardian(s) in the first semester of the year of enrolment. Enrolment deposits for students who do not commence at the school are non-refundable.
- Annual School Fees must be endorsed by the School Advisory Council during the budget process annually.

Fee Discounts

- The following school fee discounts and concessions are offered at Our Lady of Fatima School:
 - Family discount for siblings.
 - Multiple school family discount for siblings.
 - Health Care Card tuition fee discount.
 - Special concessions and other discounts.
- Our Lady of Fatima School requests that families with a current concession card provide a copy to the school.
- The Principal may, from time to time, request financial information from parents/guardians to support applications for fee concessions or any other concessions.
- Families with limited capacity to pay fees have the ability to request a fee concession. Requests for fee concessions shall be treated with dignity, fairness and compassion. Government assistance may be available by contacting Centrelink or going to <https://www.servicesaustralia.gov.au/starting-primary-school?context=60077>.
- Family discount for siblings:
 - Families with siblings enrolled in Kindergarten to Year Six at Our Lady of Fatima School are entitled to a family discount as determined by the Principal:

2 nd child enrolled	20% of that child's tuition fees
3 rd child enrolled	40% of that child's tuition fees
4 th child enrolled and beyond	100% of that child's tuition fees

- Parents who receive the Health Care Card Tuition Fee discount are eligible for family discounts for siblings.
- Multiple school family discount for siblings:
 - Consideration will be given to family fee discounts in situations where families have children enrolled in more than one Catholic school.
- Health Care Card tuition fee discount:
 - The Health Care Card Discount Scheme provides an automatic fee concession for the holders of eligible means tested family concession cards. This discount applies across all year levels, from Kindergarten to Year 12.
 - The total discounted school fees for holders of eligible means tested family concession cards are set as follows at Our Lady of Fatima School:

Kindergarten	\$300 per student
Primary	\$300 per student

- Family building levies shall be charged at the corresponding percentage of the Health Care Card school fee for the eldest sibling as follows:


Kindergarten	30% of the HCC fee	\$90 per family
Primary (PP-Year Six)	30% of the HCC fee	\$90 per family

- The Principal may add additional charges for holders of eligible means tested family concession cards. These may be levied on a user-pays basis and could include charges associated with camps and other activities where there are direct and additional costs associated with such activities.
- Special concessions and other discounts:
 - The Principal may receive requests for special fee concessions and discounts from parents due to a variety of circumstances.
 - The Principal may determine an appropriate fee concession after considering the parent's financial capacity to pay, the school's financial position and the approved budget for special fee considerations.

Fee Collection

- In all correspondence from Our Lady of Fatima School, families are reminded to get in touch with the Principal if they are experiencing financial hardship.
- In Term 1 (approximately Weeks 2 or 3), school fees for Our Lady of Fatima School are invoiced and emailed out to all families with a payment option form. A SEQTA email is also sent out advising that fee statements have been emailed and a notice is put in the school newsletter.
- Families at Our Lady of Fatima School are provided multiple payment methods (cash, credit card, direct debit, BPay), as well as multiple payment options (weekly, fortnightly, monthly, in full or other options by arrangement, such as by term or semester).
- Direct debit/credit options start around the first week of March and all accounts are asked to be finalised by 31 October of each year, unless an arrangement has been made with the Finance Officer or Principal.
- Each term, fee statements are emailed out to all families. Families can request a copy of their statement at any time throughout the year.
- Families who have not made a commitment to the school by starting to pay their school fees in Term 1 will be followed up with an email from the Finance Officer. If no response is received, a follow up phone call is made. Depending on the outcome of this conversation, the Principal may phone or request to meet with the parents/guardians to discuss any financial difficulties and advise how the school can assist.
- Families who have missed payments on their school fees are followed up by the Finance Officer as required. Comprehensive documentation is kept for each attempt to resolve the problem of overdue fees. Our Lady of Fatima School ensures that the recovery of school fees is approached pastorally and sensitively.
- The following actions are taken when collecting overdue fees, in accordance with the CEWA Executive Direction on fees (available at <https://olof.wa.edu.au/CEWA-Policies.html>- Community- School fees):
 - A written communication is sent to the parents/guardians, bring to their attention the overdue balance.
 - Should there be no response within 14 days, the school will contact the parent/guardian(s) by phone to discuss the overdue fees and payment options.

- If an arrangement to discuss the overdue fees cannot be made, or no action results after another 14 days, a formal registered letter from the Principal will be sent to remind parents/guardians of their financial obligations. This letter will include an invitation to discuss the matter with the school and a specified timeframe for a response.
- Should there be no response or action within 14 days of the letter, the Principal will send a formal registered letter with a final notice. The letter should seek payment and outline the possible outcomes if payment is not received within the specified timeframe. This could include legal action.
- Should there be no response or action within 14 days of the letter, the Principal may engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs.
- If the debt collection agent is not successful in contacting the parents/guardians or in establishing a debt repayment plan, the Principal may consider initiating court proceedings through a General Procedure Claim to obtain judgement. Refer to How to Commence a General Procedure Claim. Before this is done, the Principal will inform in writing the Executive Director of CEWA.
- Before any enforcement proceedings are taken, the Principal must obtain written approval from the Executive Director of CEWA.

Authorised by	Jacinta Petersen	Signature	
		Date	3 March 2022
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