



St Joseph's Memorial School

A Catholic educational setting in the Josephite tradition
Early Learning to Year 7

Childhood

Learning

Community

St Joseph's Memorial School Fee Policy

RATIONALE

St Joseph's Memorial School is a Catholic Primary School and Preschool serving the educational needs of boys and girls from Preschool to Year 7 in the eastern region of Adelaide. In order to meet its requirements the school charges fees and the following policy provides the guidelines for the setting, collection and remission of these fees. This Policy was accepted by the Board and will be reviewed in June 2020.

AIM

St Joseph's Memorial School will set fees at a level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve. The School Board will ensure that the financial responsibilities of all families are met as to their agreed obligations by having a systematic and identifiable procedure for the imposition and collection of fees thus ensuring the financial well-being of the school.

PREAMBLE

St Joseph's Memorial School operates within the SACCS guideline for the maintenance of private income.

It is the policy of the South Australian Commission for Catholic Schools that no child be denied a Catholic Education because of parents'/carer's inability to pay fees, subject to the school's enrolment policy and the SACCS enrolment policy. Those who are able to pay should be required to do so.

FEE STRUCTURE

St Joseph's Memorial School will set an annual fee each year comprising:

Tuition Fee
School Levies
Building works and maintenance levy
Camp (where applicable)

Tuition Fee: This fee covers all costs in the school (apart from those funded through State and Commonwealth Grants) and includes costs associated with administration support, grounds and cleaning expenses, utilities, ESO wages and general maintenance.

Levies: including

- **Composite Fee:** This fee is used to fund all classroom and curriculum support materials required by the teaching staff and students. Items covered by this charge include art, craft and photocopying.
- **ICT Levy:** This levy is used to cover the costs associated with the infrastructure and maintenance of the computer facilities.
- **Excursion Levy:** The cost of all excursions, incursions and swimming lessons the teacher programmes according to the Curriculum. An Excursion Levy fee account is issued for each student.

- Catholic Education Office Levy: This levy contributes to the costs passed onto schools by the Catholic Education Office to fund administration, copyright, child protection and software development.

Building Works and Maintenance Levy: This levy is used to pay for existing capital works loans as well as the cost of refurbishment.

Camps: This includes all expenses associated with camps (travel, accommodation and food) for the year levels applicable.

SCHEDULE OF FEES

The Finance committee, consisting of the Principal, Finance Manager and School Board Treasurer will oversee policies relating to the setting of fees, remissions and collections, and once approved by the School Board notification will be given to the families prior to the end of the school year.

Prospective parents will be provided with a Schedule of Fees and copy of the Fee Policy and Procedures. Parents will be informed that upon enrolment of their child they accept responsibility for the payment of all tuition fees and other costs associated with the education of their children, including costs associated with debt collection. Parents make a commitment to pay these fees upon signing the Application for Enrolment.

On lodgement of the Application for Enrolment a non-refundable application fee of \$100 must be paid. On confirming the enrolment a fee of \$100 must be paid which will be deducted from the first invoice in the year commencing.

PAYMENT OF FEES

St Joseph's Memorial School supports the concept of equitable financial responsibility on all members of its community and that payment of fees by the due date is part of the process. To achieve this goal the school encourages communication between all parties in relation to the payment of fees.

Annual school fees are billed annually or pro rata when the child commences. A discount will be available to any families that wishing to pay in full by the first payment date.

Fee statement accounts will be forwarded to all families each term.

Payment of the three instalments of fees are due by the end of week three in Terms 1 and 2 with them being fully paid by week three in Term 3, unless prior arrangement has been made with the Finance Manager.

It is preferable for all fees to be paid when they are due. The School is prepared to accept regular payment of accounts by direct debit or credit card to assist families meet their commitments. Fees may be paid by direct payment:

- Weekly over 52 weeks
- Fortnightly over 26 fortnights
- Monthly over 12 months from January to December

Accounts can be paid by cash, EFTPOS, cheque, direct debt or credit card deductions. The current authority forms for direct debit and payment by credit card are available from the School Office.

Stationery fee accounts for current students will be forwarded in the year prior for payment on the day designated for pick up. This assists to secure the child's enrolment for the following year.

OVERDUE ACCOUNTS

Accounts which are outstanding as at the due date, and for which no prior arrangements have been made will be subject to the following:

- Week 4: A reminder statement stamped "Friendly Reminder" will be sent to the family giving them 14 days for payment.
- Week 6: Letter 1 together with statement from the Finance Manager will be sent requesting payment within 7 days.
- Week 7: If no response is forthcoming the Finance Manager will contact the family to discuss the account.
- Week 8: If no progress made, Letter 2 under Principal's signature will be sent advising that if payment is not received or no contact made, the matter needs resolution.
- Week 9: The Finance Manager in consultation with the Principal to contact family for resolution.
- Week 10: If no payment is received or contact made from family regarding their debt and in consultation with Principal, the account may be referred to our Debt Collection Agency, where all costs associated are paid by the parents.

APPLICATION FOR REVIEW OF FEE OBLIGATIONS

Families experiencing financial hardship are encouraged to apply to the school for a review of fee obligations each year. Any variation in fee payments will be considered in terms of the financial need of the family, and of St Joseph's Memorial responsibility to families who are making effort to pay fees.

Any remission is based on tuition fee component only and excludes the following items which are required to be paid up front and in full –

- School Levies
- Building work and maintenance levy
- Camp
- Any extra curricular activities
- Stationery
- Sport participation
- Year 7 jumpers

St Joseph's Memorial Application for Review of Fee Obligations process is as follows:

- Families must complete an Application for Review of Fee Obligations providing reason for request, details of financial circumstances with required supporting documentation and signed by enrolling parents/guardians.
- Following receipt of the request, the family will meet with Principal to further discuss the application. At the end of the meeting, both the family and the Principal will sign the agreed outcomes.
- Any Application for Review of Fee Obligations must be processed by Finance Manager in a confidential and private environment. The Finance Manager will confirm new arrangements via an email to the family.
- Following approval the following apply
 - Any variation resulting from review is only applicable to the current year fees.
 - Failure to adhere to these guidelines will mean that any fee variation is no longer applicable.

Application for Review of Fee Obligations are to be lodged by week 5 of term 1 of the school year or immediately a problem becomes apparent and the Review is only valid for the year of application. To maintain confidentiality the Board is informed of the number and amount of remissions granted.

Considering all of the above, the following table provides guideline to the amount of remission which may be granted –

Gross Household Income pa	1 child	2 children	3+ children
Less than \$35 000 or school card	40%	50% (30% remission plus 20% sibling discount)	60% (20% remission plus 40% sibling discount)
Between \$35 000 and \$55 000	30%	40%	50%
Between \$55 000 and \$75 000	20%	30%	40%
More than \$75 000	0%	0%	0%

Family Discounts

Tuition fee reduction is available to families with two or more children attending St Joseph's Memorial School on the following basis:

- 1 child – no family discount applicable
- 2 children – 20% discount on 2nd child's tuition fee only
- 3 children – 20% discount on 2nd child's tuition fee and 40% on third child's tuition fee only
- 4 children – 20% discount on 2nd child's tuition fee, 40% on 3rd child's tuition fee and 100% on 4th child's tuition fee only.

Additional Fee Guidelines

Absence due to sickness: A Student who is absent from school due to sickness will be charged full fees for the first three weeks absence. No further fees will be charged for any further period of consecutive absence, provided that a notification of the student absence in writing is supported by a doctor's certificate. Normal family discounts will apply to other members of the family.

Absence due to Employment of Parent: Where a child is absent from school because the parent is required as part of their employment, to travel overseas or interstate the following fees shall apply:

- The school must be notified in writing
- For absence up to 25 school days full fees less the normal family discount will apply.
- For periods in excess of 25 days, 50% of normal full fees will be charged, less family discounts.

Leaving school part way through term: Students who leave school part way into the term will be charged the full terms fees.

Revision Record

Document Title	St Joseph's Memorial School Fee Policy
Document Type	Policy
Document Date	June 2017
Document Status	Approved
Document Owner	Finance Manager
Review Date	June 2020