



St Joseph's Memorial School

Fee Policy

RATIONALE

St Joseph's Memorial School is a Catholic Preschool and Primary School serving the educational needs of boys and girls from Preschool to Year 6 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 will be reviewed annually.

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'/carers' inability to pay fees, subject to the school's enrolment policy and the SACCS enrolment policy. Those who are able to pay, are required to do so.

FEE STRUCTURE

The annual school fee covers tuition costs, levies, class and subject resources including teacher photocopying, excursions, school-based activities, ICT equipment and maintenance, software and stationery. This fee includes costs associated with teaching staff, administration support, classroom ESO support, insurance, utilities, grounds and cleaning expenses, and general maintenance. Inclusive levies include but are not limited to:

Excursion Levy: The cost of all excursions, incursions, and swimming lessons according to the curriculum.

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.

ADDITIONAL CHARGES

The school fees do **not** include significant overnight, out of school activities that support the curriculum. The following items will be charged separately: Camps for Years 3-6, Year 6 Leadership Jumper, Music Tuition, After School Sports and other extra-curricular activities. School uniforms and school bags are available to purchase from Belgravia Apparel Shop.

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.

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

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 BPay to assist families meet their commitments. Fees may be paid by direct payment:

- Payment in full at the start of the year
- Two equal payments, the first in Term 1 and the second in Term 3.
- Quarterly Instalments with one payment per school term
- Payment plan; weekly, fortnightly, monthly. Final payment due by 30th November

Accounts can be paid by EFTPOS, direct debt, BPay or QKR. The current authority forms for direct debit are available from the school Office.

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 will be sent to the family giving them 14 days for payment.

Week 6: Letter 1, together with a 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 CESA's 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:

- Camp
- Any extracurricular activities, such as Children's University
- After School Sports
- Year 6 jumpers

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

- Families must complete an Application for Fee Remission 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 may be asked to 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.
- 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 Fee Remission are to be lodged by week 5 of term 1 of the school year or immediately as a problem becomes apparent, and the Review is only valid for the year of application. Fee Reimissions amounts are on a confidential case-by-case basis, providing equity to all.

To maintain confidentiality the Board is informed of the number of applications and dollar amount of remissions granted, only. No names or identifying information will be disclosed.

FAMILY DISCOUNTS

Tuition fee reduction is available to families with two or more students 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 3rd 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 the term or school year.

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

One full term's notice of your intention to withdraw a student from the school, is required in writing to the Principal. Failure to do so will result in a full terms school fees being charged (non-refundable). Extraordinary circumstances will be considered.

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