



St Monica's School Oakey

School Fees Policy

Originally adopted: August 2013

Review date: September 2016

Rationale

St Monica's Primary School is a community of faith and life in which the total development of the whole person is the focus. As a Catholic school, St. Monica's works in partnership with parents, caregivers and parish in providing an education rich in Catholic identity and heritage, sound in academic learning, supportive of personal skills and maturity. In order to provide educational facilities, resources and opportunities, the school relies on income from Government Grants, School Fees paid by Parents/Caregivers and Fundraising activities of the Parents and Friends Association.

Values

The St Monica's School Fees Policy gives expression to the following values, inherent in the creation of a school community of faith and life: justice, compassion, honesty, responsibility, accountability, dignity, wisdom and generosity.

Policy Statement

School Fees are set annually having regard for the needs of the school and the families who choose to be members of the school community. All families commit to the payment of school fees. Arrangements made with families in exceptional circumstances remain the discretion of the Principal.

Understandings

Ensure responsible and accountable management of school finances and to ensure financial viability.

Ensure School Fees are reflective of the community's economic climate.

Ensure adequate facilities, resources and opportunities are provided for students.

Parents/Caregivers share in the payment of the school's operating costs.

The Principal considers needs and circumstances of the families.

Guidelines

1. The School Board, in consultation with the Principal, set the School Fees by the end of October each year, after considering the economic climate of the community, resourcing needs estimated costs, projected enrolments and income for the following year.



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2. The purpose and level of School Fees is communicated to Parents or Caregivers during an enrolment interview or by the conclusion of Term 4 as the case may be. A School Fee Schedule will be made available in written form and also electronically on the School's Website.
3. Where the Principal deems it appropriate, School Fee reductions, concessions or exemptions may be offered at his/her discretion. These arrangements are offered for a short-term only. The Principal will consult with the Parish Priest on these matters.
4. Parents/Caregivers complete a contract for Payment of School Fees Form at the time of enrolment.
5. Parents/Caregivers are asked to discuss School Fees payment difficulties with the Principal in order to make a confidential short-term financial arrangement. Such arrangements will relate to the billing cycle. Any agreement made is documented so both parties clearly understand the payment arrangement.
6. School Fees Invoices are issued at the beginning of Terms 1, 2 & 3 (3 times per year) due for payment within 14 days or as agreed with the Principal.
7.
 - i. Account Rendered Notices and a first letter of Reminder are mailed (after 14 days of the due date) to families with outstanding accounts. This letter invites the Parents/Caregivers to an interview if the account cannot be settled immediately.
 - ii. If no reply is received to the first letter and the account remains outstanding, a courtesy call is made asking about the account and payment.
 - iii. If no satisfactory reply is received, one further communication will be made- ie a final letter of demand.
 - iii. If a satisfactory agreement has not been reached, when ordinary collection processes have been exhausted and amounts are still outstanding, the matter should be referred to the School Board for advice and/or endorsement to initiate debt collection processes. The matter should be referred to the Parish Priest for approval to proceed.
8. The exclusion from the Parish school, of students of non-fee-paying parents/caregivers is considered as a last resort after consultation between the Principal, the Parish Priest and the Catholic Education Office. Due regard should be given to the Students who are totally dependent upon their Parents/Caregivers willingness and/or capacity to pay School Fees.