



# **St Anthony's School**

## **Fees Policy**

**Written: 2017**

**Review Date: 2020**

## INTRODUCTION

St Anthony's School is a Catholic Primary School serving the educational needs of boys and girls from Reception to Year Five in the South West Region of Adelaide. In order to meet its requirements the school charges fees. The following policy provides the guidelines for the setting, collection and remission of these fees.

As with all Catholic Schools, St Anthony's School receives some Commonwealth and State Government funding. However, the school is dependent upon income from school fees for the provision of educational facilities and resources, payment of day to day operational works and capital works, in order to provide a contemporary education for our students.

St Anthony's School operates within the South Australian Commission for Catholic Schools (SACCS) guidelines for the maintenance of school fees income.

"As a guide to School Boards in their deliberations on school fee structures...the following information has been prepared in consultation with the Resource Operations Team of the Catholic Education Office." (Extract from the SACCS Annual Guidelines).

## POLICY

St Anthony's 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 seek to 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.

It is the responsibility of the School Board to ensure all reasonable steps are taken to enable the collection of school fees. Parents/Caregivers make a commitment to pay school fees when they sign the Enrolment form, prior to their child commencing at St Anthony's School.

The Finance sub committee of the School Board will oversee the collection of fees and will review outstanding fees on an ongoing basis. This committee reports to the Board the status of fee collection. Please note that all family details remain confidential and known only by the Principal and Bursar at all times.

Families who qualify for support under the S.A. Government School Card Scheme are required to pay a percentage of their child/children's tuition fees.

## FEE STRUCTURE

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

Tuition Fee	Swimming Levy	CEO Levy
Resource Fee	ICT Levy	Building Levy
Extra-Curricular Levy		

A School Fee information sheet is available to all families each year outlining the new fees as approved by the School Board. A brief explanation of each fee is outlined on the School Fee Information sheet.

## SCHEDULE OF FEES

The School Board reviews and sets the annual School Fees for the next calendar year.

Notification of the Fee Schedule will be provided to Parents/Caregivers before the end of each year.

Prospective parents/caregivers will be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents/Caregivers make a commitment to pay school fees when they sign the St Anthony's Application for Enrolment form.

#### **FAMILY DISCOUNTS**

Tuition fee reduction is available to families with two or more children attending St Anthony's and any other schools in the South West Region on the following basis:

- 2 children – 5% discount per child on tuition fees
- 3 children - 10% discount per child on tuition fees
- 4 children - 15% discount per child on tuition fees
- 5 children – 20% discount per child on tuition fees
- 6 or more children by negotiation with the Principal

#### **SCHOOL CARD**

The State Government offers assistance for families via the School Card Scheme. Families on low incomes are encouraged to apply for Government assistance under the School Card Scheme. It is important that parents/caregivers work with the school to complete the necessary documentation as there are administrative cut-off dates. Each child approved by the Government School Card Department for School Card will receive; 40% discount on Tuition Fees. The school card amount approved each year by the Government will be deducted from the Resource Levy.

Families are required to apply for the Governments School Card Scheme prior to completing a Hardship Fee Remission form. If you are not eligible for School Card you are encouraged to complete an internal application for reduced school fees form.

#### **FINANCIAL HARDSHIP**

Where families are experiencing financial hardship, they are encouraged to apply, in writing for assistance for remission on tuition fees. A form for fee remission is available from the front office of the School. Any applications for tuition fee assistance are treated as confidential. Non-payment of reduced tuition fees is treated as an overdue account.

Remission is on Tuition Fee only and all other fees/levies must be paid in full.

Any reduction in tuition fees will be considered in light of the financial needs of the family and of the School Board's responsibility to families who are making the effort to pay regular fees.

Fee remission is given for a twelve month period/school year. At the beginning of each year a new form must be completed in respect to families changing circumstances.

It will be seen as the family's responsibility to make good all or part of any reductions if their financial position improves markedly.

Families are encouraged to:

1. Make an appointment and meet with the Principal or Bursar if they have difficulty in paying fees so that the necessary steps for fee reduction application can be discussed.
2. Apply to the School Bursar to pay by instalments if this payment is easier. Payment by instalment can include cash, cheque, BPay, Direct Debit or Credit Card payments and payment schedules can be arranged.

## **PAYMENT OF FEES**

St Anthony's School supports the concept of equitable financial responsibility on all members of its community and part payments of fees by the due date or by way of regular payments as part of the process.

To achieve this goal, the school encourages regular communication between all parties in relation to the payment of fees.

Accounts can be paid by cash, cheque, BPay, direct debit or credit card payments. The current Authority forms for direct debit, eftpos and credit card payments are available in the Front Office. All fees are to be paid when they are due. Families are encouraged to make regular payment of accounts through direct debit to assist them in meeting their commitments. A Fee Payment Option Form will be sent home with the first account each year asking parents to indicate how they intend paying their fees.

Fees may be paid by direct payment:

- Weekly, fortnightly or monthly (with the aim to complete payment of the annual school fees by the end of Term 3).

## **EARLY BIRD DISCOUNT**

St Anthony's offers an early bird discount for families who pay their school fees in full **prior** to Week 7 of Term 1 (eg paid on or before the last day of Week 6, Term 1). This is a 5% discount on Tuition Fees only.

## **FEE COLLECTION TIMELINE**

During Week 3 of Term 1 an invoice of fees will be sent home. One third of school fees must be paid by the beginning of Week 10 of that term, (if you are not on a payment plan). If you are not on a payment plan, all school fees must be paid by the end of Term 3.

**Letters will be sent to parents/caregivers who have unpaid fees or have allowed their direct payments to lapse.**

### **Procedure**

Letter One: A letter reminding the family that their fees are overdue to be sent home in Week 1 of the next term.

Letter Two: A letter reminding the family of their financial responsibility, setting a firm response date, but also offering the invitation to come in and negotiate if there are any financial difficulties.

Letter Three: A letter from the Principal sent by Registered mail to ensure delivery. This letter to set out that we are still willing to negotiate a suitable payment option and that if no contact or payment made in seven (7) days the matter will be handed over to the School's Legal Representative and all costs incurred will be their responsibility not the schools.

If no contact is made after that time the matter is to be handed to the Collection Agency for the pursuant of the bad debt, who may if directed.

- refer to solicitors
- take Court action to recover the fees, where deemed appropriate

Once the Collection Agency has been engaged, parents are required to work through the agency for settlement of their account – not the school. All additional fees incurred by the Debt Collection Agency will be payable by the family concerned, not the school.