



SCHOOL FEES POLICY

RATIONALE

At St James, we recognise that Catholic Primary Schools in Victoria are funded by State and Federal Governments, as well as private income. An important part of the private income is school fees.

GOALS

- To provide affordable Catholic Education for the families of St John's Parish Mitcham
- To set realistic and affordable school fees and levies to support the educational programs offered by St James, Vermont.
- To ensure that no baptised student is denied a Catholic Education because of an inability to pay.

GUIDELINES FOR IMPLEMENTATION

The Principal, in consultation with the Accountant and the St James Education Board set the school fees in Term 4. Consideration is given to

- Annual increase with consideration of C.P.I, and the SES-School's Economic Status.
- School Improvement Reports (CEM) for comparison of like schools
- Parity with St John's School
- School needs
- Family fee structure
- Pastoral approach is applied to fee concession for families experiencing financial difficulty.
- No child will be excluded from school because of genuine financial difficulty.
- Every effort will be made to ensure that families who are able, but unwilling to pay fees meet their financial commitments and obligations.
- The school reserves the right to employ the services of a Debt Collector should this be necessary.

This policy is guided by CEM 2.27 Policy, 'School Fees'

BILLING PROCESS

At the beginning of each year, the total school fee and levies payable will be issued to all families. Information outlining the payment methods and details is included. Fees and levies can be paid in three ways:

1. Parents may pay the total amount owing for the year at the beginning of the year.
2. Parents can pay over three instalments: 1st, 2nd, 3rd Term Instalment dates are provided.

3. Parents can make regular payment arrangements monthly, fortnightly, weekly, quarterly via Direct Debit, Credit Card or Internet Banking.
4. Any parent who is seeking special consideration for school fee or levy concession should make an appointment with the Principal early in the school year or as circumstance dictates.

FEE COLLECTION PROCESS

1. Annual Statement of Account will be sent to families in February.
2. A Reminder Statement will be issued each term.
3. A letter will be sent from the Principal to request an explanation for late/non-payment.
4. A follow up phone call is made if there is no response to the sent letter.
5. A meeting is planned with the Principal/Parish Priest if there is no response received to the letter or phone call.
6. Consideration will then be given to forwarding the outstanding debt to Debt Collectors if previous steps have failed to elicit a satisfactory reason for non-payment.

FEES TO BE SET

- Family school fee
- Capital Levy
- Student levies / Stationery
- Student Excursion fee
- Interschool Sport fee for students in Grades 4, 5 & 6
- Swimming fee to relevant grades attending swimming programs
- Camp Fees – Years 5 & 6

EVALUATION

This policy was reviewed as part of the school's four-year School Improvement Plan in 2017.