School fees are one of the major sources of revenue that fund education in Catholic Schools.

**Purposes:**
* To collect sufficient revenue from fees to supplement other sources of revenue, this collectively will be used to run the school efficiently.
* To establish an understanding that all families should contribute to the best of their financial ability towards the Catholic education of their children.
* To act justly, with compassion, and consideration of individual family circumstances.
* To establish a procedure which promotes prompt payment of fees and thus avoiding accumulated debts that may be beyond the financial capability of families.
* To establish a climate in which families can discuss particular circumstances in confidence.

**Guidelines:**

**Payment of Fees**
- All families should pay the fees set and advised annually. (No child of a "practising Catholic family" will be excluded from St Martin’s school on the grounds of inability of the family to pay fees. See note on “Fee Concessions and Special Arrangements”)
- School Fees are paid for ten months (four terms) each year. A family discounted rate applies for families of two or more children.
- It is expected that school fees will be paid by the due date. School Fee accounts are issued each term. A due date for payment will be shown on each account raised.

**Fee Concessions & Special Arrangements**
- Unless there is an agreement for fees concessions at enrolment, the acceptance by parents of a position at St Martin’s assumes the ability to pay fees in full. Future concessions will be considered only in cases where children have already enrolled and where financial circumstances have changed in such a manner as to make a new arrangement necessary.
- Application for a Fees Concession or Special Arrangement is available to assist families in need but must be sought by the family that is experiencing difficulty with payment of fees.
- Families wishing to apply for a concession should apply to the Finance Secretary, in the first instance, for a Fee Concession Application. Any information given will be treated confidentially.
- All fee concessions and/or arrangements become void on 30 November of the year in which they are given. This necessitates a separate application to obtain fee concessions for the following year and/or make new arrangements.
- It is conditional that with any concession granted, fees will be paid by Direct Debit arrangement from a suitable bank account or credit card either fortnightly or monthly.
**School Finance Committee**

A committee consisting of School Board members, the Principal and Finance Secretary will manage all matters relating to the collection of fees, recommending fee concessions and recovery of unpaid fees.

**SCHOOL FEES BILLING PROCEDURE**

**Issue of Accounts**

- Term account Statements are issued during the first weeks of each term. These fees are payable by the date stated on the account. Statements will be issued once per term via email for one quarter of the Annual Fees.

- Arrangements to vary the terms of payment must be made with the Finance Secretary.

- Account Statements include a BPay biller code for internet or phone banking and a remittance slip, to return to the office with your cheque or credit card details. *When paying with cash or eftpos, please do so in person at the office and bring in the whole of the statement for receipting purposes.*

- Annual Fees paid in full before the 28th February will receive a 5% discount (on the Annual Tuition Fee) for cash or cheque payment and 3% discount if paid by Credit card, eftpos or Bpay.

- Direct Debit from a suitable bank account can be arranged. Forms are available from the school office and on the Parent Portal.

- Arrangements can be made for regular Credit Card deductions. This is conducted through secure merchant facilities with an option to vary the amount of deductions to cover camps etc. if required. Authority Forms are available from the school office and on the Parent Portal and must be renewed each year.

**Unpaid Fees**

- Accounts which remain outstanding 14 days after the due date will be dealt with in one or more of the following ways:-
  1. Reminder Statement Issued via email
  2. Further Reminder Statement Posted
  3. Phone Contact by the Finance Secretary
  4. Letter from the Principal/Finance Secretary
  5. Interview with the Principal/Finance Secretary

- When accounts remain unpaid at the end of term and no appropriate arrangements have been made to pay the agreed fee, a letter from the Principal will be issued requesting action by a particular date.

- When accounts still remain unpaid and no contact or appropriate arrangements have been made to pay the agreed fee, the account will be assessed by the Principal for action. A Debt Collection agency will be used to collect unpaid fees and parents may be responsible for any costs incurred by way of commission on the collection amount or for legal action by the agency.