



ST MARTIN'S SCHOOL, CARINA

SCHOOL FEES POLICY

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 thus avoiding accumulated debts that may be beyond the financial capability of families.
- * To establish a climate in which families can discuss their 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 with 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 fee 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 a Direct Debit arrangement from a suitable bank account or credit card for an agreed frequency and term.

Consultation with the St Martin's Community Council

- The Community Council is consulted regarding the School Fee Schedule and annual budget as well as any review to the School Fee Policy.

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 Principal or Finance Secretary.
- Account Statements include a BPay biller code for internet or phone banking payments and a remittance slip, to return to the office with cash, cheque or credit card details. ***When paying by cash or eftpos, please do so in person at the office with a copy of the statement (electronic or paper) for receipting purposes.***
- Annual Fees paid in full before the 28th February each year will have a **\$100 discount** applied. Fees in advance **do not include** certain curriculum-based excursions, incursions and activities that will be charged to fees as they occur and are payable before the end of the school year.
- Authority forms are available from the School Office or on the School Portal to establish Direct Debit Payments from a suitable bank account. Direct Debit Request forms now have 'until further notice' in the end date field which allows parents to complete one form for the duration of a students' enrolment.
- Arrangements can be made for regular Credit Card deductions. This is conducted through a secure merchant facility with options to vary the amount of deductions to cover camps etc if required. Authority Forms are available from the School Office or on the School Portal. Unless there are special considerations, these Authorities must be renewed each year.

Unpaid Fees

- Accounts that 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. Reminder Statement Posted "Priority Post"
 3. Phone Contact from the Finance Secretary
- Accounts that remain outstanding 30 days or more after the due date will be dealt with in one or more of the following ways: -
 1. Phone Contact from the Finance Secretary
 2. Letter from the Principal/Finance Secretary
 3. Interview with the Principal/Finance Secretary
- When accounts remain unpaid at the end of 2 terms and no appropriate arrangements have been made to pay the fees, a letter from the Principal will be issued requesting action by a specific date.
- Following any of the above actions, when accounts remain unpaid and no contact or appropriate arrangements have been made to pay the fees, the account will be assessed by the Principal and a Debt Collection agency will be engaged to collect unpaid fees.

Enrolment Withdrawal & Refund Policy

Should a student leave the school during a school term, written notification must be forwarded to the Principal. Library books, laptops and all accessories are to be returned to the School prior to the student's departure.

At the Principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the student's notified last day of attendance in the term, using one of the following formulas:

1. Up to and including half of the school term – Half of all term fees payable.
2. Over half of the school term – Full term fees payable.

If any fees remain outstanding, they will be payable as per the normal payment terms. It is expected that all outstanding fees be paid prior to the student leaving the school. Fees that remain unpaid after leaving the school will be dealt with by one or more of the actions as detailed in the 'Unpaid Fees' section of this policy. Where appropriate, any fees in credit will be refunded.