



# St. Bernadette's Catholic Primary School

Grand Ocean Boulevard, Port Kennedy, W.A., 6172

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Principal: Mr Steve Gibbs

## FEE COLLECTION POLICY

The collection and setting of school fees for St Bernadette's Catholic Primary School is in keeping with CECWA policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic Education for their children.

Tuition fees, levies and amenities fees are all considered to be school fees. These are set annually and announced to parents by the School Board at the Annual General Meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by three equal payments in March, June and September or by individual payment schedules by Direct Debit. All accounts are to be paid in full before the 31<sup>st</sup> October.

Recipients of a Family Health Care Card or [means-tested] Pension Card [held in the parent's name] are entitled to claim concession only on tuition fees. An appointment with the School Finance Officer is required each year a concession is requested. Discounts for a Term will not be allowed if the card is presented after the end of the Term and the discount will be adjusted if the card is not renewed during the year. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the Principal in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. Pastoral Care for school families is paramount in all decision making. Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and Administrative staff.

Payment Options		Due by
<b>Option A</b>	<b>Full Payment</b>	<b>1<sup>st</sup> March</b>
<b>Option B</b>	<b>Three Instalments</b>	<b>1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September</b>
<b>Option C</b>	<b>Payment Plan by Direct Debit</b>	<b>Please contact the school office should you wish to pay by this option. Payment Plans should be finalised by the 31<sup>st</sup> October each year.</b>

Procedure:

1. Annual School Fee accounts are mailed to the parent/guardian by the end of Week 2, Term 1.
2. A 2.5% early discount may be applied to annual tuition fees paid in full by the last working day in February. (The 2.5% discount does not apply to families receiving a Health Care Card or Pension Card discount).
3. For parents/guardians who choose to pay in three payments, a statement will be sent home during February, May and August for payment by 1st March, 1st June and 1st September.
4. 3 Year Old Kindergarten fees are invoiced for the year, but may be paid over 4 payments at the start of each term.
5. First Reminder School Fee Statement is sent home with the students at the end of Week 4.
6. Second Reminder School statement is sent home with students during Week 6 of each term with a letter requesting an appointment with the Principal. Follow up contact from the Principal if step 6 is not followed.
7. In order to ensure the re-enrolment of students, parents who do not complete the payment of their school fees in full by December 31st of any year, will be expected to complete a Direct Debit for payment of fees for subsequent years until the debt is cleared.

**Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged [as per CECWA guidelines] and all additional costs will be charged to the parent/guardian.**