



# St Joseph's School ~ Renmark

## Fee Policy



### Rationale

As with all Catholic Schools, St Joseph's School receives some Australian and State Government funding. However, in order to meet its requirements 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 to provide a contemporary education for our students. The following policy provides the guidelines for the setting, collection and remission of these fees.

### Aim

St Joseph'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 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 Joseph's School.

The Finance Committee of the School Board oversees the collection of fees and reviews outstanding fees on an ongoing basis. This committee reports to the Board the status of fee collection. Please note that all family identities remain confidential at all times.

### Preamble

St Josephs School operates within the SACCS guidelines for the maintenance of private income. Extract from the SACCS Annual Guidelines 2006:

“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.”

The level of fees per student collected is normally about 80% of the notional first child fee. *It is the policy of the South Australian Commission for Catholic Schools that no child be denied a Catholic Education because of a parent's demonstrated inability to pay fees subject to the school's enrolment policy and that of SACCS. Nevertheless those who are able to pay should be required to do so.*

Families who qualify for support under the S.A. Government School Card Scheme must not be required to pay full fees. However, in most instances such families are expected to make some fee contribution.

School fees and charges are set in light of the school's Five Year Plan which has been prepared in consultation with the Finance Team of the Catholic Education Office. The level of the school's Ross Farish Index (a socio-economic indicator) and the Annual Guidelines, set by the CEO, guide decisions about fees and charges.

### St Joseph's School fee structure

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

- Compulsory Resource Fee
- Tuition Fee
- Incursion Levy
- Fundraising Levy
- Building Levy

#### *Compulsory Resource Fee*

This is used to fund all classroom and curriculum support materials required by the teaching

staff and students. Items covered by this charge include stationery, art, craft, science and technology, sports equipment, religious education resources, library resources, literacy and numeracy resources, photocopying and computer print-outs. This fee is issued for each student.

#### ***Tuition Fee***

Tuition fees are payable to support the operational costs of the school not met by the Australian and State Government funding received by the school.

#### ***Incursion Levy***

This levy is to cover all in-school performances held at the school during the school year, where there is one performance per term.

#### ***Fundraising Levy***

This levy is used to buy school equipment that would have been purchased through fundraising.

#### ***Building Levy***

This levy is used to pay for existing capital works loans as well as the cost of refurbishment of the school's buildings. The Building Levy is compulsory and cannot be claimed as a tax deduction. A Building Levy account is issued for each family.

#### ***Schedule of Fees***

St Joseph's School Board will meet annually to oversee all matters relating to the setting of fees. A committee will be formed annually to oversee all matters relating to remissions and collections of fees. The Finance Committee will consist of the Principal, Bursar and the Chair of the Finance Committee. The School Board will approve school fees and notification will be given to parents/caregivers before the end of the school year.

***Parents/caregivers make a commitment to pay school fees when they sign the Application for Enrolment Form for our school.***

On application for enrolment, parents/caregivers will be provided with a schedule of fees and a summary of the School's Fee Policy. Prospective parents/caregivers will also be informed that on enrolment of their child, they accept the responsibility for the payment.

#### ***Family Discounts***

Tuition fee reduction is available to families with two or more children attending school.

#### ***School Card***

The State Government offers assistance for families via the School Card Assistance Scheme and families on low incomes are encouraged to apply. It is important that parents/caregivers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department of Education and Children Services) that apply each term, and need to be complied with in order to receive funds for each eligible child. Families eligible and approved for School Card will automatically receive a 40% reduction in their Tuition Fees.

#### ***Financial Hardship***

St Joseph's School is about putting the education of the child/children first, if families are suffering financial hardship, they are encouraged to make an appointment with the Principal to discuss assistance for a warranted reduction in tuition fees. Any parents/caregivers who make an appointment for a reduction in tuition fees are treated as confidential. Non-payment of reduced tuition fees is treated as an overdue account.

Any reduction in tuition fees will be considered in terms 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.

Families are granted a reduction of tuition fees for the current year only, after which time they would need to continue to meet with the Principal on an annual basis to discuss their financial circumstances and continued assistance.

Likewise, it will be seen as the family's responsibility to immediately advise the Principal if their financial position improves and normal fee charges can be resumed or applied.

Families are encouraged to:

1. Make an appointment and meet with the Principal if they have difficulty in paying fees so that the necessary steps for fee reduction can be discussed.

2. Apply to the School Bursar to pay by installments if this payment is easier. Payment by installments can include direct debt or Centre link deductions and payment schedules can be arranged.

### ***Fee Collection Timelines***

**Compulsory Resource Fee:-** *This is due for payment by the 5th week from issue of the statement in Term 1.*

***Full payment of remaining fees is encouraged as soon as possible, due to be paid in full by the end of Term 3.***

**Term 1 - Week 2:** a Fee Statement will be issued to all families with outstanding fees. If payment not possible this total amount will be distributed to families as accounts in Terms 2 and 3.

**Term 2 - Week 2:** outstanding accounts sent out.

**Term 3 - Week 2:** final account sent out for outstanding fees.

Where any payments of fees and educational costs are not received within the required 30 days a reminder account will be forwarded with a friendly overdue reminder requesting monies within 14 days. (Families are reminded to promptly contact the school if there are any difficulties.)

If no payment, or an alternative arrangement established with the Principal, is forthcoming within 14 days a second reminder account together with a letter from the Principal, on behalf of the School Board, will be forwarded advising that full payment will be expected as soon as possible or immediate contact with the Principal regarding this matter.

If no response is made within 7 days, personal contact will be made by a letter of varying degree from the Principal and or School Board Chairperson. Failure to respond to this within 7 days will result in an interview or further action being taken.

### **PAYMENT OF FEES**

St Joseph's School supports the concepts 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 is 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, direct bank deposit or Centrelink deductions. All fees to be paid in full by the last day of term 3. Negotiated payment is discussed with the Principal if the child/children commence during the school year.

Signed:

Chairperson School Board: *Steve Atkinson* ..... June 2024

Principal: *Don DePalma* ..... June 2024

Policy Review Date: June 2024

Next Review Date: June 2027

This Policy has been developed in accordance with the South Australian Commission for Catholic Schools Fees Policy 2006.

