



Rationale

School Fees are fundamental to the school's existence and play an integral role in the running of the school. The Finance Committee will establish a fee structure that ensures educational aims are met whilst ensuring financial viability. With less Government support received than the State School System, fees and levies are necessary to make-up the shortfall.

Fee Agreement

The school fees must be paid for a child to enrol and to continue enrolment at St James' Parish School. Families will be notified of their schedule of fees in advance.

All families must sign the Fee Payment Agreement in the Enrolment Form which acknowledges that you agree to the payment of school fees and acknowledges who is responsible for all school fee payments.

Fee Schedule

Fees payments may be made by direct debit, cheque, cash or credit card. Fees can be paid on a fortnightly, monthly, each term or yearly basis. All fees are due and payable prior to April 30th unless an arrangement has been made for fees to be paid across the course of the school year.

Families are encouraged to use either direct debit or credit card deductions as a convenient and automated means of paying fees. Families need to ensure there are sufficient funds available to meet these deductions when they fall due.

Overdue Fees

If the terms of the Fee Payment Agreement are not adhered to, contact will be made with the family in the following manner:

1. Issuing of a reminder notice outlining overdue fees, giving ten working days for payment.
2. If fees are not received, follow up the reminder with a telephone call within five working days of the expiry of the reminder notice.
3. If payment has still not been received, or an agreed payment plan has not been drawn up, a second and final demand for full payment will be issued within ten working days.

If there is no satisfaction by these means, action may be taken to recover any outstanding fees by placing the account with a recognised debt collection agency.

Any family experiencing difficulties in paying fees should in the first instance be encouraged to contact the Principal to discuss payment options.

Confidentiality

The school will treat as confidential; information received relating to the financial circumstances of families and the payment of fees.

Approval 2018

Review Date 2023

Information from :-

Catholic Education Commission Victoria Financial & Administrative Procedures Manual

