

*ST LAWRENCE CATHOLIC PRIMARY SCHOOL
DERRIMUT
SCHOOL FEE POLICY*

Rationale

At St Lawrence Primary School we are committed to providing a Catholic education to all enrolled children. The St Lawrence Community accepts that fees are a critical form of revenue for the school and that prompt payment of all fees is the responsibility of all parents/carers of St Lawrence's students. The fees and levies collected at St Lawrence are essential in providing a high quality of education for students. The acceptance by parents/carers of a position at St Lawrence assumes the ability to pay fees in full by the due date.

Aim:

- outline to families the expectations, responsibilities and arrangements for the collection of school fees
- support families experiencing changed and difficult financial circumstances to maintain their child's/children's enrolment at the school.

Information about our school fees is provided in the following ways:

- on the school website
- at enrolment interviews
- during Term 4, the following year's fees are advised in writing to all enrolled families
- on request.

School fee billing procedure

1. An account of full fees and levies will be issued by the school in Week 2/3 of each term. The relevant portion of fee account will be payable by the end of each Term.
2. Reminder notices will be sent to parents/carers with an outstanding account past the due date of the relevant account. Outstanding accounts are those that are not fully paid, or where Direct Debit or credit card arrangements do not fully cover the fees.
3. Any arrangements to vary the conditions for payment must be made through the Principal, and may involve discussions with the Parish Priest or his representative.
4. Parents/carers with accounts outstanding at the end of each Term will be contacted by the School Bursar, Principal or their representatives.
5. Should the account remain outstanding, the school will contact the parent/carer to organise a meeting with the Principal, at a mutually agreeable time. The meeting will include a discussion of the issues surrounding fee payment and to reach an agreement on payment conditions.
6. If the parent/carer does not communicate with the Principal about the outstanding account, the Principal will decide the necessary action.

Payment of Fees

If fees cannot be made by the specified due date, the Principal should be informed as soon as possible. A proposal for repayment of the fees over the course of the term should also be made at this time.

St Lawrence Primary School already has in place a fee concession process and we will continue to provide assistance to families where needed. Any parents who have concerns about the fees should make an appointment to see the Principal.

Fees that are outstanding when a family leaves the school or when significant arrears have accumulated may, depending on circumstances, be handed to a Debt Collection Agency for recovery.

Methods of Payment

School fees may be paid by cash, cheque, bank debit or credit card (Master Card and Visa Card). EFTPOS facilities are available at the School Office. Credit card payment may be made in person at the school office, by returning the fee remittance slip with relevant card details to the school office or by telephoning the school and providing the relevant card details.

A periodical payment authority [Direct Debit] can also be completed to have fees deducted from a bank account. This facility, lodged with the Archdiocesan Development Fund via the School Office, does not attract bank fees. Deductions can be made weekly, fortnightly, monthly or by term basis.

NOTE: Payment by cash should only be made in person and a receipt obtained at that time. Where circumstances exist to make it necessary, any claim that school fees were paid in cash must be supported by a school receipt.

Evaluation

The School Fee Structure and Policy will be reviewed as necessary or as part of the School Review cycle.