

## School Fee Collection Policy

<b>Purpose:</b>	The purpose of this policy is to protect the schools and families financial responsibility and liabilities while providing clear outline of financial obligations and responsibilities.	
<b>Scope:</b>	Students and employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements	
<b>Status:</b>	Approved	<b>Supersedes:</b> 2010 Policy
<b>Authorised by:</b>	School Governing Body Chairperson	<b>Date of Authorisation:</b> 19 Apr 2021
<b>References:</b>	•	
<b>Review Date:</b>	Review every 2 years	<b>Next Review Date:</b> 19 Apr 2023
<b>Policy Owner:</b>	School Governing Body	

**Rationale:**

School fees are an important component of the overall funding of the School. While the School receives assistance from both State and Commonwealth authorities, the financial viability of the School is dependent upon the payment of school fees by the parents.

School fees are set as part of the Annual Budget process and approved by the School Governing Council. Any change in School fees will be communicated to the parents in advance.

In the interests of justice and equity for all members of our School community, there is the expectation that all families will pay their School fees as agreed in the enrolment process.

**Responsibility:****School Governing Council:**

The School has a responsibility to manage its finances effectively and in doing so must ensure that a fair and reasonable process for collection of fees is developed and implemented. As a caring community, we would wish to support and be sensitive to the needs of all.

All information pertaining to parents and the collection of School fees will be treated with the utmost confidentiality.

**Parent/s Caregivers:**

The parent/caregiver enrolling the student is responsible for payment of the account as agreed to on the enrolment form. If any change regarding responsibility for school fees is proposed then the Principal needs to be advised in writing with details of the changes.

Parents will notify the Principal/Chairman of SGC in writing or in person as soon as possible if experiencing difficulty in paying the School fee account.

**Finance Officer:**

- Will provide monthly reports of fees collection issues to the Finance Committee.
- Refer all issues and enquiries to the School Governing Council Finance Committee.
- Follow procedures in place regarding fee collection.

**Implementation:**

- Accounts and Payment:
- Invoices for tuition and meal fees will be sent out at the beginning of each term and payable within 14 days.
- Parents may also seek the option of paying accounts either by entering into a periodic payment arrangement or paying the full year in advance. All proposed alternative payment arrangements to be communicated to the Finance Officer and to be authorized and approved by the School Governing Council Finance Committee.

- The school will provide opportunities for parents experiencing temporary difficulties to enter into alternative and confidential payment arrangements.
- Invoices for extra curricular activities (Home Economics, Camps, Music Tuition) will be invoiced as costs for these activities are incurred. Payment of camp fees is required one week prior to camp.
- At the commencement of each year parents will be requested to complete a payment form advising the school of their preferred method of payment.
- Accounts may be paid by cash, cheque, EFTPOS/Credit Card, bank transfer or Centrepay Deduction.

### **Outstanding Fees Collection Policy:**

Overdue fees are those which are not paid within invoice terms or within the month of issue. Once an account is considered overdue the following actions will be taken.

**Step 1 Letter 1**

- Reminder letter sent when account is 30 days overdue.

**Step 2 Letter 2**

- Second reminder letter with Payment Plan Form when account is 60 days overdue and no resolution reached from first reminder letter. Offer of opportunity for appointment to discuss payment options.

**Step 3 Letter 3**

- Final demand letter advising referral of account to Debt Collection Agency and advice that current enrollment status will be reviewed by the School Governing Council unless payment advice is received within 14 days of letter. Offer of opportunity for an appointment to discuss further strongly encouraged.

**Step 4 Referral of account to Debt Collection Agency.**

- If no satisfactory response to steps above, the account will be placed in the hands of Debt Collection Agency

**Step 5 Legal Action**

- Proceed to Legal action only after all avenues of collecting overdue fees have been explored and documented and no resolution to the steps above.

### **Periodic Payments:**

Parents who have selected to pay their accounts by periodic payment and more than two consecutive payments are not made and no communication entered into, the account will be considered overdue and collection procedures from Step 3 as above will be followed.

### **Enrolment Cancellation:**

The School requires at least one term's notice of cancellation of enrolment. Up to one terms fees may be payable if adequate notice is not provided.

### **Adopted by School Governing Council**

Date: 19/4/2021