

**Holy Family Primary School  
GOWRIE**



**COLLECTION OF  
SCHOOL FEES**

**Policy**





# Collection of School Fees Policy

## Related Policies

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CE Enrolment Policy for Catholic Systemic schools  
CE School Fees and Levies Policy  
CE Finance Administration for Schools  
HF Financial Management Policy  
HF Enrolment Policy

## Policy

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The Catholic school is a community whose mission is to provide its members with a holistic education, which takes place in an environment formed by Gospel values and the authentic teachings of the Church. All members of the Catholic School Community have a duty to achieve this aim. Each has a part to play and the co-operation of all, given in the spirit of the Gospel, is a witness to Christ.

All parents will give a firm undertaking that they accept and support the life, nature and identity of the Catholic school. This commitment to Catholic education also means a financial commitment. The quality educational services provided by Catholic schools, requires the payment of fees. These fees are essential to supplement government funding.

Fees are due to be paid in the first five weeks of each term. Parents experiencing difficulty are invited to pay by installment. No Catholic child is to be denied schooling because of an inability, as against an unwillingness, to pay.

### Fees Structure

The community of Holy Family Primary School accepts that fees are the main form of revenue for the School and that prompt payment is the responsibility of all parents and guardians of Holy Family students.

- **Tuition Fee** – set by the Archdiocesan Catholic Education Commission. This payment is used to supplement Government Per Capita Grants to pay staff salaries.
- **School Based Fees** – set by the School Board to cover administrative costs and student requirements.
- **Canberra Catholic Schools Building Levy** – a tax-deductible donation, payable by families who are not contributing at another Catholic Systemic School.

### Principles

- The Holy Family School community understands that the welfare of the student is paramount and that, in some circumstances the costs will need to be shared.

- In accordance with the CEO Policy, no child will be excluded because of financial constraints. Therefore partial remission on fees may be given after discussions between the parent and Principal. All discussions will be kept in the strictest confidence.
- Remissions will be reviewed annually.
- When remission is given, contributions to the school community are sought in other areas, eg working in the canteen, general school maintenance.
- When all the fee collections procedures have been pursued, the Principal will refer individual cases of outstanding fees to the School Board's Fees sub-committee (Principal, Board School Finance Secretary, and Board Chairperson) for collection on behalf of the School Community. The School Board's Fees sub-committee will then follow debt recovery procedures as detailed in this policy.
- Outside of the Board's Fees sub-committee, no family details are disclosed ie name, circumstances, etc.

## Procedures

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Procedural steps are taken by the Principal and School Board to ensure equity in the collection of School Fees.

The Procedure for Collection of Fees is as follows:

1. All families are billed for their School Fees in the second week of each term.
2. School Fees are due for payment 28 days from the date of invoicing and this date will be clearly noted on the School Fee Statement.
3. In Week 6 a Reminder School Fees Statement is to be sent to outstanding account holders. Parents who may have a difficulty in paying should either ring or write to the Principal informing him/her of this matter. Alternative arrangements can then be put into place. (*Attachment 1*)
4. If remissions are sought by parents:
  - An interview with the Principal is to occur. (*Attachment 2*)
  - Parents are required to attach evidence of fortnightly income and expenditure prior to the meeting. (*Attachment 2a*)
  - Mutual agreement on payments is made and a recommendation is then made to the Board's Fees sub-committee.
  - Accounts are adjusted if necessary at the end of the agreement period.
  - School Fee Remission Agreement is issued to the parent/s and needs to be signed by the parent/s and returned. (*Attachment 3*)
5. If no remission is sought and no payment made, a phone call is made in the first instance approximately 10 days after the reminder statement has been sent, asking parent/s for payment by a stipulated date, or to ascertain pastoral matters. A letter is then sent advising that failure to do so will result in the

Principal seeking advice from the School Board's Fees sub-committee regarding debt recovery. (*Attachment 4*)

6. Failure to respond to the above steps will result in the debtor being advised in writing that the matter of the outstanding debt has been referred to a debt collection agency. (*Attachments 5 and 6*)
7. At all times families are invited to make an appointment with the Principal to discuss their outstanding fees. All discussions will be held in confidence.
8. School Fee Remission Agreements are for the school year in which they are made and are reviewed at the start of each school year.
9. Families who have a child in Year 6 and are in arrears, will be sent a letter in Term 3, to advise they will need to settle their account prior to their child's exit from Holy Family School. (*Attachment 7*) Debt recovery processes will be put in place with a debt collection agency if fees have not been paid in full prior.
10. Families wishing not to pay the tax deductible Building Fund are requested to put their request into writing so accounts can be adjusted accordingly. This agreement is reviewed annually. (*Attachment 8*)

### **Withdrawal of School Enrolment**

In the event a family seeks to cease enrolment of their child/ren from Holy Family School they must provide the School with two (2) weeks written notice of their intention to withdraw their child/ren including their reasons for leaving the school and the anticipated end date of their enrolment. This formal notification should be provided directly to the Front Office to ensure receipt.

Any fees owing at the time of notifying the school of the withdrawal of child/ren will be payable in full. Debt recovery processes will be put in place with a debt recovery agency if fees have not been paid prior to leaving.

Fees made to Holy Family can be refunded, noting that some fees charged are committed to other organisations and are not at the discretion of the school to refund (for more details of the fees applicable please speak to the School Finance Secretary).

*Please note that a refund will not be provided in the event that a family removes their child from school for an extended period for personal reasons (e.g. holidays).* However, the School Principal has the discretionary capacity to consider a refund on compassionate grounds.

On receipt of notification to terminate enrolment the Finance Secretary will action a reconciliation of the fee payments made in accordance with the following rulings:

- a) Itemise the fees that are not within the Holy Family collection authority i.e. fees committed to other organisations.
- b) Apply the \$25.00 administration fee.

## References

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*Operational Guidelines and Constitutions for Catholic Parish Primary, Central and Secondary School Boards/School Community Councils and Parents & Friends' Associations (May 2010)*

*Income Tax Assessment ACT 1997*

*Legislation ACT 2001*

## Forms

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School Fees Collection- remaining School Fees letter template

Application for Reduction in School Fees

Interview Record form for outstanding school fees

School Fee

Arrangement letter

Agreement to Finalise account

Outstanding amounts letters

Non-payment of Building Fund

Approved by:	Holy Family School Board
Implementation Date:	
Policy last Updated:	March 2013
School Contact Officer:	Anne-Marie Marek

**SCHOOL FEES COLLECTION**

**ATTACHMENT 1**

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXXXXXX

RE: Remaining School Fees - \$(amount)

Thank you for your recent payment of \$(amount received) that we received in part settlement of your account.

Our normal policy is that if accounts are outstanding for more than 60 days, either a mutually acceptable arrangement is entered into for payment, or legal action is commenced for recovery.

However, after your recent payment, we believe that we can help by offering to accept payment of the balance in the following manner:

<u>Payment no.</u>	<u>Amount</u>	<u>To be received by</u>
#	\$	xx/xx/xx
#	\$	xx/xx/xx
#	\$	xx/xx/xx
Total due	\$	

If this arrangement is not acceptable, or you do not feel it is possible for you to make these payments, please do not hesitate to contact me to discuss the matter. Your child's education is important to us and, as in our Collection of School Fees Agreed Practice, I would like to work with you to determine the most equitable and reasonable way for your child's fees to be paid. All discussions are kept in the strictest confidence. Otherwise we look forward to receipt of your first instalment of \$xxx.xx as above.

Yours sincerely,

Anne-Marie Marek  
Principal  
On behalf of the School Board Fees Sub-Committee

**INFORMATION TO PARENTS – APPLICATION FOR REDUCTION OF FEES**

Parents experiencing significant financial difficulties may apply to the School Board Fees Sub-Committee for assistance.

Any reductions granted generally apply on a year by year basis, i.e. a separate application is required each year. In some situations the reductions may be reviewed on a term by term basis, in which case you would be required to lodge an application at the commencement of each term.

On the basis of the information provided in this form the Fees Sub-Committee will determine an appropriate level of fee support, and does this based upon guidelines agreed to by the School Board, and with consistency and in confidence. You may be asked to meet with the Finance Secretary to discuss various aspects of your application. It is necessary that you will commit to and maintain a suitable payment plan.

If you would like to apply for a reduction in fees please complete this form and return it to the Finance Secretary as soon as possible.

All information you provide is treated confidentially.

Yours sincerely

Anne-Marie Marek  
Principal

**OFFICE USE ONLY**

Pension Card Sighted       Verification of Income Attached

**FAMILY ID** \_\_\_\_\_

Application Received by \_\_\_\_\_ Date / /

**Recommendation** \_\_\_\_\_

Enrolment Signed By \_\_\_\_\_

**HOLY FAMILY PRIMARY SCHOOL**

Application for Reduction of Fees

2013

Parents experiencing financial difficulties may apply to the School Board Fees Sub-Committee for a reduction in school fees. An interview will be required to discuss various aspects of the application. All information provided is treated as confidential. Please ensure any relevant documentation is attached to support income details. All fee reductions will apply to the current year only, and a new application form must be submitted at the beginning of each year.

**DETAILS OF APPLICANTS**

Name of Mother/Guardian _____ Married <input type="checkbox"/> Defacto <input type="checkbox"/> Single <input type="checkbox"/> Other _____ Residential Address _____ _____ Home Ph _____ Mobile Ph _____ Occupation _____ Employer _____ Work Ph _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>	Name of Father/Guardian _____ Married <input type="checkbox"/> Defacto <input type="checkbox"/> Single <input type="checkbox"/> Other _____ Residential Address _____ _____ Home Ph _____ Mobile Ph _____ Occupation _____ Employer _____ Work Ph _____ Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/>
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**Name of Student/s attending or will be attending Holy Family Primary School**

1. \_\_\_\_\_ Religion \_\_\_\_\_ in Year \_\_\_\_\_
2. \_\_\_\_\_ Religion \_\_\_\_\_ in Year \_\_\_\_\_
3. \_\_\_\_\_ Religion \_\_\_\_\_ in Year \_\_\_\_\_

**Name of other children residing at home**

1. \_\_\_\_\_ in Year \_\_\_\_\_ at \_\_\_\_\_ school
2. \_\_\_\_\_ in Year \_\_\_\_\_ at \_\_\_\_\_ school
3. \_\_\_\_\_ in Year \_\_\_\_\_ at \_\_\_\_\_ school

What amount are you able to pay per term for School fees? \_\_\_\_\_

Is there a payment arrangement at other schools? If yes, please provide details \_\_\_\_\_

Name of School \_\_\_\_\_ Amount per term \_\_\_\_\_

Reason for applying for fee assistance \_\_\_\_\_

INCOME		EXPENDITURE	
<b><u>Wages for Father/Guardian</u> \$ per fortnight</b>		<b><u>Expenses</u> \$ per fortnight</b>	
Gross	_____	Mortgage	_____
Tax	_____	Rent	_____
Other Deductions (Please Specify)	_____	Loan Car <input type="checkbox"/> Other <input type="checkbox"/>	_____
<b>NET INCOME</b>	_____	(Date loan to be finalised / / )	
<b><u>Wages for Mother/Guardian</u> \$ per fortnight</b>		House Insurance	_____
Gross	_____	Contents Insurance	_____
Tax	_____	Medical Insurance	_____
Other Deductions (Please Specify)	_____	Land Rates	_____
<b>NET INCOME</b>	_____	Water Rates	_____
<b><u>Centrelink Benefits</u> \$ per fortnight</b>		Telephone - home	_____
Parenting Payment	_____	Telephone - Mobile	_____
Basic Pension	_____	Gas	_____
Disability Pension	_____	Electricity	_____
New Start Allowance	_____	Food	_____
Family Tax Benefit A	_____	School Fees	_____
Family Tax Benefit B	_____	Car Insurance	_____
Pharmaceutical Allow.	_____	Car Registration	_____
Carers Allowance	_____	Car Maintenance	_____
Youth Allowance	_____	Petrol	_____
Large Family Allowance	_____	Clothing	_____
Rent Assistance	_____	Child Support Payments	_____
_____		Sport Commitments	_____
Child Support	_____	Entertainment	_____
Other Income (Please specify)	_____	Gifts	_____
<b>TOTAL</b>	_____	Other (please specify)	_____
		Credit Card/s	_____
		<b>TOTAL</b>	_____
<b>Office use only:</b>			

Please include all relevant documents to support the above income: eg: *Payslips* (last four payslips if employed on a Casual basis) *Centrelink Statements*, *Child Support documents*, and *Tax Return* .

If self-employed, please provide copies of: *last tax return*, corresponding *full financial accounts* (e.g *Profit & Loss etc*), as well as *current business bank statements*.

**PLEASE NOTE THAT IT IS NOT POSSIBLE TO ASSESS THIS APPLICATION IF SUPPORTING DOCUMENTS ARE NOT PROVIDED.**

**Declaration:** I/We certify that all information contained in this application is true and correct. I/We acknowledge our commitment to paying the school fees, and understand that full fees will be due if an agreement with the school is not kept.

**Mother / Guardian**

Name: (please print) \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Date                    /            /

**Father / Guardian**

Name: (please print)

Signature

Date                    /            /

**INTERVIEW RECORD OF OUTSTANDING FEES**

**NAME** \_\_\_\_\_ **Amount Owing:** \_\_\_\_\_

**INITIATED BY** \_\_\_\_\_ **As at:** \_\_\_\_\_

**INTERVIEWED BY** \_\_\_\_\_ **Date** \_\_\_\_\_

**INTERVIEW DETAILS**

**SCHOOL FEES COLLECTION**

**ATTACHMENT 3**

XXXXXXXXXXXX  
XXXXXXXXXXXX  
XXXXXXXXXXXX

Dear XXXXXXXXXX

RE: School fee arrangements.

Thank you for submitting an application for school fee reduction. The School Board Fees Sub-Committee has considered your application and I am pleased to advise the following arrangements:

Fees to be paid at XXXXXXXXXXXXXXXX  
Credit note issued XXXXXXXXXXXX

These arrangements will remain in place until the end of (Date) and will then be subject to review. At that time please arrange a time to meet with the Principal to discuss any changes that may have taken place in regard to your financial situation.

Thank you for the sincere efforts you are making to pay the education costs for your child at Holy Family Primary School.

***It would be appreciated if you could sign the attached copy of this letter and return it to the Office as soon as possible.***

If you have any queries regarding this please do not hesitate to contact the Office.

Yours sincerely,

Tessa Ferguson  
Finance Secretary  
On behalf of the School Board Fees Sub-Committee

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**VARIATION TO FEE ARRANGEMENTS – 2013**

I/We \_\_\_\_\_ accept the terms of the above fee arrangements and acknowledge that if I default on these arrangements the full amount will become due and payable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date

**SCHOOL FEE COLLECTION**

**ATTACHMENT 4**

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXXXXXX

RE: Outstanding School Fees - \$(amount)

I refer to the two previous letters sent to you regarding the above. We have also attempted to contact you by telephone to discuss the matter.

If payment has merely been overlooked, it is now important that you either

- contact us, or
- forward the full amount so that it is received by the School within one week of the date of this letter.

If I do not hear from you within this time we can only assume that you have chosen to ignore this matter. We will then be left with no alternative other than to consider what other course of action is available to us to recover this debt.

I feel that you appreciate the necessity for the School to receive prompt payment of the fees. Please now give payment of these fees the priority that it now requires.

Yours sincerely,

Anne-Marie Marek  
Principal  
On behalf of the School Board Fees Sub-Committee

**SCHOOL FEES COLLECTION**

**ATTACHMENT 5**

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXXXXXX

RE: Agreement to finalise your account - \$(amount)

I refer to our recent telephone conversation where we both agreed that you would be sending \$xxx.xx by (*day promised*) to be followed up by weekly/fortnightly payments of \$xx.xx until the account was up to date.

As at today's date, no funds have been received. If payment has been overlooked, please forward payment of \$(promised amt and payment missed) to bring our arrangement up to date.

If you have any questions regarding the above please contact the School during office hours.

Yours sincerely,

Anne-Marie Marek  
Principal  
On behalf of the School Board Fees Sub-Committee

**SCHOOL FEES COLLECTION**

**ATTACHMENT 6**

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXXXXXX

RE: Outstanding School Fees - \$(amount)

This is your final notice.

Your account will be given to our Debt Collection Agents with instructions for them to recover this account in whatever manner they deem necessary if we are not in receipt of payment for the above amount within 7 days of the date of this letter.

This will attract additional costs if they consider legal action is necessary. You may eventually have to pay those costs as well.

Please call me on 6292 1222 during office hours, if you wish to prevent this course of action becoming necessary.

Yours sincerely,

Anne-Marie Marek  
Principal  
On behalf of the School Board Fees Sub-Committee

**SCHOOL FEES COLLECTION**

**ATTACHMENT 7**

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Dear XXXXXXXXXXXX

RE: Outstanding School Fees - \$(amount)

I refer to our last letter/statement advising you that payment of your son's/daughter's final term fees had fallen due.

For various reasons, over the past few years, parents of year six students have paid their accounts far later than ever before. Accordingly, the School has had to make some hard decisions, one of which is to make firm collection action on all final Year 6 accounts that are not fully settled within four weeks of the end of the school term.

Your account, unfortunately, will fall into that category on XX/XX/XXX.

Please now organise for payment of the full amount by XX/XX/XXXX or telephone us to discuss the matter. If we have not heard from you by the above date then the School will be left with no alternative but to follow policy and pursue payments through other channels.

I look forward to hearing from you shortly.

Yours sincerely,

Anne-Marie Marek  
Principal  
On behalf of the School Board Fees Sub-Committee

**SCHOOL FEES COLLECTION**

**ATTACHMENT 8**

Dear xxxxxxxxxxxxxxxxxxxx,

**NON PAYMENT OF BUILDING FUND**

Thank you for advising me that you do not wish to pay the tax deductible Building Fund, I will credit the Building Fund currently owing on your fees.

The Building Fund is a tax-deductible contribution, collected on behalf of the Catholic Education Office (CEO), and is used to pay insurances, inspections, major works and regular maintenance of all systemic Schools, eg. broken windows, plumbing, and electrical work. This family Levy is controlled and coordinated by the CEO and is collected by the systemic school where the eldest child attends. All Holy Family families are charged the Building Fund each Term unless the School has been advised that it is already being paid at another systemic school or that the family elect not to pay it.

The Building Fund is a voluntary contribution, however I cannot impress upon families enough the importance of all families supporting it in order for all schools, including Sacred Heart, to have access to funds for major maintenance or building works as necessary. For example these funds have paid for, or contributed to, a canteen upgrade, heating upgrade, painting, installation of roof insulation and the recent refurbishment of the children’s toilets.

It appears that you have not paid the Building Fund on a number of occasions; a copy of your Fee Statement is attached for your information. As the Fund is collected on behalf of the CEO, it is necessary for me to request that you either pay the outstanding amount or complete the slip below and return it as soon as possible to the Front Office. Should you elect not to pay the Building Fund for the remainder of the school year this arrangement will only remain in place for the current school year and you will be billed again the following year in the absence of conditions referred to in paragraph 1

Yours sincerely,  
Anne-Marie Marek  
Principal

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**NON PAYMENT OF BUILDING FUND**

I \_\_\_\_\_ do not wish to pay the Building Fund:

- Currently owing on my School Fee Statement. OR
- For the remainder of the year

I understand the purpose of the Building Fund, however my reasons for not paying this tax deductible contribution that benefits Holy Family are:

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Signed: \_\_\_\_\_ / \_\_\_\_/\_\_\_\_