The image contains the title "Collection of School Fees Policy" in bold letters. The background features a logo with the text "Open the doors to the Redeemer." The title is presented in a clear and readable font, emphasizing the importance of the policy for students and families. The design is professional, aligning with the serious tone of the document.
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 cooperation 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, e.g., 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, i.e., name, circumstances, etc.

Procedures

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

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

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: March 2013
Policy last Updated: March 2013
School Contact Officer: Anne-Marie Marek
Dear XXXXXXXXXX

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:

<table>
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<tr>
<th>Payment no.</th>
<th>Amount</th>
<th>To be received by</th>
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<tbody>
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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
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
# 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

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<th>Name of Mother/Guardian</th>
<th>Married</th>
<th>Defacto</th>
<th>Single</th>
<th>Other</th>
<th>Residential Address</th>
<th>Home Ph</th>
<th>Mobile Ph</th>
<th>Occupation</th>
<th>Employer</th>
<th>Work Ph</th>
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<th>Name of Father/Guardian</th>
<th>Married</th>
<th>Defacto</th>
<th>Single</th>
<th>Other</th>
<th>Residential Address</th>
<th>Home Ph</th>
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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 ___________________________
### INCOME

#### Wages for Father/Guardian $ per fortnight

- Gross
- Tax
- Other Deductions (Please Specify) ________________

#### NET INCOME ________________

#### Wages for Mother/Guardian $ per fortnight

- Gross
- Tax
- Other Deductions (Please Specify) ________________

#### NET INCOME ________________

#### Centrelink Benefits $ per fortnight

- Parenting Payment
- Basic Pension
- Disability Pension
- New Start Allowance
- Family Tax Benefit A
- Family Tax Benefit B
- Pharmaceutical Allow.
- Carers Allowance
- Youth Allowance
- Large Family Allowance
- Rent Assistance
- Child Support
- Other Income (Please specify) ________________

#### TOTAL ________________

### EXPENDITURE

#### Expenses $ per fortnight

- Mortgage
- Rent
- Loan Car □ Other □ ________________
  (Date loan to be finalised / / )
- House Insurance
- Contents Insurance
- Medical Insurance
- Land Rates
- Water Rates
- Telephone - home
- Telephone - Mobile
- Gas
- Electricity
- Food
- School Fees
- Car Insurance
- Car Registration
- Car Maintenance
- Petrol
- Clothing
- Child Support Payments
- Sport Commitments
- Entertainment
- Gifts
- Other (please specify) ________________
- Credit Card/s ________________

#### TOTAL ________________

---

Office use only:

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
Dear XXXXXXXX

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 XXXXXXXXXXXXXX
- Credit note issued XXXXXXXXXX

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

VARIATION TO FEE ARRANGEMENTS – 2013

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

________________________
Signature

________________________
Full Name

________________________
Full Name

________________________
Date

________________________
Date
Dear XXXXXXXXXX

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
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
Dear XXXXXXXXXX

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
Dear XXXXXXXXXX

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
Dear xxxxxxxxxxxxxxxx,

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

………………………………………
………………………………………………

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:

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

Signed:_____________________________________            _____/_____/_____