



St Joseph's School

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School Fees and Collection Procedure 2023

1. Aim

School fees provide resources for our students to learn and support the sustainable, accessible and affordable quality Catholic education.

Sources of Authority	
CECWA Policy	Catholic Education Commission Western Australia Community Policy – Effective February 2021
Executive Directive	School Fees. And Debt and Cash Management

2. Scope

Applies to all families whose children attend St Joseph's School Waroona.

3. Procedure

SCHOOL FEES:

1. St Joseph's School is part of a Catholic Education Western Australia 'Affordable Schooling Project' in which school fees for every child in Kindy to Year 6 will be capped at \$390 (\$300 tuition & \$90 Building Levy). As part of the project, CEWA will subsidise the difference of the remaining fees. CEWA, in consultation with the School Board, have approved the following additional fee charges: P&F Levy (K-Yr. 6) \$100 , ICT Levy (Years 3-5) \$150 Screening Test (Kindergarten) \$65 and Camp \$380 (Year 6).
2. The collection of school fees is approached in the spirit of Christian charity and justice. No Catholic child is to be denied a place in a Catholic school due to financial circumstances. To ensure the continuation of discounted fees, we will still need an application completed for all Health Care Card holders.

3. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payments of school fees.
4. In order to assist future planning of resources, **parents are required to advise the school in writing a term in advance (10 weeks) of their child's departure**, unless it is in their graduating year. Due to the introduction of the 'Affordable Schooling Project', there will be no further discount for a late start to the year or an early withdrawal of a student. All outstanding fees owed to the school, must be paid in full except in extenuating circumstances at the Principal's discretion.

PAYMENT:

1. A non-refundable commitment fee of \$75.00 is payable upon acceptance of an offer of a place in St Joseph's school. This fee will contribute toward the child's total fees payable upon commencement.
2. Tuition fees are set to contribute to the cost incurred in educating a child for the year and **are payable per child in advance**. The \$390.00 capped fee will include the cost of K-6 student booklists, Amenities Levy, Literacy & Numeracy Levy, Sacramental Levy (Years 3, 4, & 6), School Incursions/Excursions & PP-Year 6 Swimming Lessons but exclusive of the cost of the Year 6 Camp.
3. The Building Levy is charged per family and is used to debt service loans for past buildings and used to raise funds for any future capital development programmes.
4. The Parents and Friends Levy is also payable per family and is used to contribute towards resources for student use, as determined by the Parents and Friends Association.
5. Sibling discounts apply for the second, third, fourth and subsequent children on the tuition fee Kindy to Year 6.
6. Family discount also applies to students who are in another Catholic School in the Peel Region.
7. For convenience, families also have the option of paying school fees in advance.

COLLECTION:

1. The payment of fees is part of the contract of enrolment and is essential for the efficient financial management of the school. Where parents have the financial means to pay the fees, the payment of fees will be actively pursued.
2. School Fees will be issued once a year in Term 1. Payment options are available including an annual payment or regular instalments on a monthly, fortnightly or weekly basis. **Fifty (50%) of the Annual Fee is due to be paid by the end of Week Five Term One. At the commencement of Semester Two fee updates will be sent home. Second semester fees are**

due to be paid by Week Five of Term Three. Parents who have not paid fees within that time will be issued with a reminder notice. Parents who have not made other arrangements with the Finance Officer or the Principal for payment of the fees will be considered a “bad debt” and further action, as set out below, will apply.

- Where parents have refused reasonable attempts to negotiate a fee payment strategy and further action is required, the school will: document all attempts to resolve the problems of outstanding fees; parents will be notified that the services of a solicitor or debt collection agency will be engaged to recover outstanding fees; a summons can be issued, with the approval of the Director of Catholic Education, and judgement entered against the parent. **Any additional costs for this process will be added to the account in accordance with CEWA Executive Directive – School Fees.**

STRUCTURE:

Fees for **Kindergarten** for 2021 are:

Tuition	Building Levy	P & F Levy	Speech Screen	TOTAL
\$300.00	\$90.00	\$100.00	\$65.00	\$555.00

Fees for **PP – Year 6** for 2020 are:

	Tuition	Building Levy	P & F Levy	TOTAL
1st child	\$300.00	\$90.00	\$100.00	\$490.00
2nd child 20%Disc	\$240.00			\$730.00
3rd child 40% Disc	\$180.00			\$910.00
4th child 100% Disc	Free			\$910.00

Please Note: Years 3, 4, 5 & 6 will have an additional ICT Levy charge of **\$150.00**, and Year 6 Camp **\$390**, added to the total annual fees owing.

Authorised by	Michael O’Dwyer	Signature:	<i>Michael O’Dwyer</i>
Effective Date:	28/08/2021	Date:	28/08/2021
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