We are a welcoming community, United in faith, and centred on learning, Who value and nurture the dignity of each individual
DEFINITIONS

The school St Augustine's Parish School
Parent The parent, guardian or caregiver of a student (singular or plural)

PHILOSOPHICAL BASIS

The school exists as part of the St Augustine's Parish to provide a Catholic Education to children of Catholic families and families of other denominations wanting a Catholic Education. The school operates according to the principle that no child from a Catholic family will be denied entry into the school because of the economic circumstances of the family. Similarly, the evangelising nature and role of the school extends this philosophy to all other families, regardless of religious affiliation or belief.

This policy will promote the development of Catholic ethos in the school community by following the School Vision Statement and vigorously pursuing the values of justice and equity.

AIMS

To enable all families wanting a Catholic Education access to the school, through a just and equitable schedule of fees and fee relief.

To ensure the ongoing financial viability of the school through a just and equitable policy.

OBJECTIVES

To invoice families annually and to closely monitor unpaid fees in order for the school to remain viable.

CLARIFICATION PROCEDURES

GUIDELINES

1) a) Families will be provided with a differentiated income-based fee schedule to complete and return to the school prior to the end of the preceding school year. New families will be given the information on Transition Day or at enrolment. Families will be invoiced at the start of the school year for the entire year’s school fees as approved by the Board, according to the income-based fee schedule that they have returned. If the fee schedule is not returned, families will be invoiced at the top fee level.

Annual Invoices are made up of the following components:
- per family – Compulsory Loan Levy (not tax deductible)

b) A discount will apply to Tuition Fees for those families with more than one child at the school, or attending another Catholic School.

c) Fee schedule and payment options ranging from fortnightly to annually will be available prior to the start of the school year (excludes Stationery Pack). These include:
- annual payment, with a discount given on Tuition Fees if the full year’s fees are paid by the prescribed cut off date in Term 1.
- four termly instalments, Term 1 payable by the prescribed cut off date, and Terms 2, 3 & 4 payable by the second week of each respective term
- 26 fortnightly, 12 monthly or 4 quarterly payments by direct debit
• other payment arrangements which have been personally negotiated with the Business Manager

d) Stationery Fees are payable by the Friday of the second week of commencement

2) Families on low incomes or experiencing financial difficulty will be encouraged to apply for Government Assistance (School Card) or further fee remission through the School Board.

3) a) Families who fail to adhere to their fee commitments will be requested to meet and discuss their situation with the school Business Manager.
b) Families who do not respond to this request will be charged a late payment fee.
c) Families who fail to meet these obligations will have their accounts passed over to a Debt Collection Agency.
d) Final step – Catholic Education SA approval to proceed to Court Action.

4) a) Parents whose child leaves the school during a term will generally be charged for the whole term’s fees. Normally a full term’s notice of intention to leave the school during a school year is required. Failure to provide a term’s notice may result in fees being charged for the following term dependent upon the circumstances. This is in recognition of the fact that the school is committed to maintain the employment of teachers on the basis of known enrolments from one term to the next.
b) Parents who have a child intending to leave the school at the end of the school year are asked to give at least one term’s notice – that is by the end of Term 3. This applies to students enrolled in Reception to Year 6 inclusive. As staffing requirements are planned during Term 3 for the following year on known enrolments, parents who fail to provide notice of intention to leave the school before the end of Term 3 will be charged fees for the first term of the following year.

IMPLEMENTATION

1) Tuition Fee and Levy details will be available shortly after the Finance Budget has been presented to and approved by the School Board. They will be distributed to current families by letter in Term 4 of the current year and new families at Induction

2) Parents will be informed of Government income schedules and encouraged to apply for Government assistance, when applicable. Information will be provided through the school newsletter regularly throughout the year.

3) Families who are entitled to School Card must register at the school before the relevant cut-off date. Registration and cut-off dates will be advertised in the school newsletter. A remission in Tuition Fees is granted to approved School Card families.

4) Families who wish to be considered for a further fee remission are required to make contact with the Business Manager to discuss their circumstances.

5) Availability of further discounts will be advertised in the school newsletter.

6) Monitoring of collection of fees procedure:
a) At the end of Week 6 Term 1 and Week 2 Terms 2-4 the payment record of every family will be reviewed and where required an “Overdue School Fees – First Notice” (Appendix 1) will be sent
b) If no response then an “Overdue School Fees – Second Notice” (Appendix 2) will be sent
c) Two weeks later a “Final Demand” (Appendix 3) will be sent to families who have not responded.
d) A further week later telephone contact will be made by the Business Manager and/or the Finance Officer to encourage families to make an appointment with the Business Manager.
e) If no positive response or action is received, families are referred to the Debt Collection Agency.

Additional fees will be charged where follow-up action for non-payment of fees is required.

Fee schedules and discounts will be determined annually by the Finance Committee and the School Board.
APPENDICES

Appendix 1  Overdue School Fees – First Notice
Appendix 2  Overdue School Fees – Second Notice
Appendix 3  Final Demand

Principal's Signature: ______________________________ Date: / /
JOSEtte CHARLès

Ratified by School Board –

Chairperson’s Signature: ______________________________ Date: / /
SHARON HENDERSON
Dear Parent/Guardian

As your school fees were showing an outstanding balance at (DD/MM/YYYY), you have been charged a $50 late fee.

Prior Year Fees Overdue $ 00.00
Term N Fees Now Due $ 00.00

Your current fortnightly payments are not sufficient to cover your fees for the year. If you make payment of $(overdue fees including now due by DD/MM/YYYY), and/or increase your current payment to ($000.00 wk/fn/mth), this late fee will be reversed.

It is important to ensure your payments are made by the due dates each term.
Payment dates for YYYY are as follows:-

Term 1 End of Week 6 DD/MM
Term 2 End of Week 2 DD/MM
Term 3 End of Week 2 DD/MM
Term 4 End of Week 2 DD/MM

If you have a direct debit or a Centrepay deduction, you must ensure your payments are up-to-date and meet the minimum payment schedule above so that school fees are cleared by the commencement each new school year.

If you are having difficulties with your fees please do not hesitate to ring or make an appointment to come in and see me.

Yours sincerely

Liz Polljonker
Business Manager
Dear Parent/Guardian

**Overdue School Fees – Second Notice**

Your fee payments are still not up-to-date. The lack of payments and the size of the account is of concern. Regular payments need to be made. Your current balance is $0,000.00.

<table>
<thead>
<tr>
<th>Prior Year Fees Outstanding</th>
<th>$000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term N Fees Overdue</td>
<td>$000.00</td>
</tr>
<tr>
<td>Term N Fees Now Due</td>
<td>$000.00</td>
</tr>
</tbody>
</table>

On enrolling your child at St Augustine’s you signed a parent declaration, which amongst other points, stated:

“I will be responsible for the payment of tuition fees and other costs associated with the education of my child”

You have 14 DAYS from this notice to respond. Please respond by either:

1. Contacting the school to advise us of your payment plan
   OR
2. Making a lump sum payment
   OR
3. Signing a direct debit form to authorise regular payments from your bank account. *(I have included a direct debit form for your convenience.)*

Failure to respond to this letter may result in referral to a Debt Collection Agency.

Yours sincerely

Liz Polljonker
Business Manager
Dear Parent/Guardian (Name)

FINAL DEMAND

Further to my previous letter dated (DD/MM/YYYY), we have not received any payments nor have we had contact from you to explain why these fees have not been paid.

On enrolling your child at St Augustine’s you signed a parent declaration, which amongst other points stated:

“I will be responsible for the payment of tuition fees and other costs associated with the education of my child”

You have SEVEN DAYS from this notice to respond. Please respond by either:

1. Paying the account in full
   OR
2. Contacting the school to advise us of your payment plan
   OR
3. Applying for fee remission
   OR
4. Signing a direct debit form to authorise regular payments from your bank account.

Failure to respond to this letter will result in referral to a Debt Collection Agency with additional charges being added to your account.

Yours sincerely

Liz Polljonker
Business Manager