

# Yidarra Catholic Primary School



## SETTING AND COLLECTION OF SCHOOL FEES POLICY

### **RATIONALE**

*Insofar as it is possible, a Catholic education shall be made available to all Catholic students whose parents seek a Catholic education for them. While parents are asked to make a commitment to support Catholic education financially by paying fees<sup>1</sup>, no distinction is made between families at Yidarra Catholic Primary School based on financial circumstances. Yidarra Catholic Primary School embraces the Catholic Church's special preference for the poor and disadvantaged.*

### **PRINCIPLES**

1. Yidarra Catholic Primary School (YCPS) shall maintain a direct relationship between school fees and the socio-economic status of the school community.
2. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees. This responsibility is delegated to the Principal on a day-to-day basis.
3. The collection of school fees shall be approached in the spirit of Christian charity and justice. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
4. The practice of charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality.
5. The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
6. The withholding of services to students shall not be used as a fee collection strategy.
7. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

### **PROCEDURES**

1. Annual fees and charges, including increases, shall be set by the School Board in accordance with Catholic Education Commission of WA advice.
2. Parents will be provided with the school's fee policy upon application for enrolment.
3. Accounts will be issued at the commencement of Term 1.
4. **All Yidarra School Fees are to be paid by a direct debit system.**
5. Those who wish to discuss alternative payment arrangements in the case of financial hardship are invited to contact the Bursar or Principal within fourteen days of the account being received.
6. The following level of sibling discounts will apply:

1 <sup>st</sup> child	0%	2 <sup>nd</sup> child	10%
3 <sup>rd</sup> child	20%	4 <sup>th</sup> child	100%
7. Family discounts will be offered for Special Education students whether siblings attend the same Catholic primary school or a number of Catholic primary schools.
8. **Parents/Guardians with accounts unpaid by the due date and for which written arrangements have not been made will be required to attend an interview with the Principal. A Health Care Card discount system is available. Contact the school Bursar for further information.**
9. If appropriate, the School Board Chairperson and Treasurer may be informed of outstanding accounts. Written documentation will be maintained by the school of all attempts to negotiate a repayment strategy. Where parents have ignored all reasonable attempts at negotiation, the services of a debt collection agency will be engaged to recover outstanding fees.
10. Where a family elects to go on extended vacation during the school term, no concession will be made with regard to school fees. It is expected that all accounts be paid in full.

<sup>1</sup> For the purpose of this policy, School Fees shall be considered to be tuition fees, levies and all other charges (e.g. excursions, camp fees, amenities, swimming instruction).