



Our Lady of Mt Carmel School Mullewa

SCHOOL FEES POLICY - SETTING AND COLLECTION

Originally released: 1997

Revised: 2006

Due for Review: 2009

RATIONALE

In so far as it is possible, a Catholic education is 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 and other charges, no distinction is made between families at Our Lady of Mt Carmel School based on financial circumstances.

PRINCIPLES

1. Our Lady of Mt Carmel School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees. On a day to day basis, the Bursar and School Principal assume this responsibility.
2. The collection of school fees will be approached in the spirit of Christian charity and justice. Our Lady of Mt Carmel School Board will actively pursue the collection of school fees where parents have the capacity to pay fees.
3. Request for fee concessions will be treated with dignity, compassion and confidentiality and the inability to pay school fees will never be the reason for the non-enrolment or exclusion of any child at Our Lady of Mt Carmel School.

PROCEDURES

1. Annual fees and charges including maximum increases are set by Our Lady of Mt Carmel School Board in accordance with CECWA advice provided during the budget process each year.
2. The level of sibling discount is determined by Our Lady of Mt Carmel School Board in line with the following guide:
 - 2.1 1st child 0%
 - 2nd child 20%
 - 3rd child 40%
 - 4th child and beyond 100%Kindergarten fees will be charged as a proportion (0.2FTE) of the respective first child full time fee.

2.2 School Fees

Tuition Fee - paid per child per term

1st Child \$69 per term

2nd Child \$55 per term

3rd Child \$41 per term

Kindy \$28 per term

Amenities Fee - paid per child per year

PP to Year 7 \$40 per year

Kindy \$20 per year

Building Levy - paid per family per year

Family \$52 per year

3. Parents experiencing financial management difficulties have the following option as a direct debit:
School fees, annual book requirements, two sets of summer and winter uniforms, sports shirt, sports shorts and school hat are calculated over a period of 48 weeks and are direct debited fortnightly.
4. Accounts are distributed within two weeks of each school term and request for payment is within four weeks.
5. Where parents have ignored all reasonable attempts to negotiate a fee payment strategy and further action is required.
 - Documentation will be kept on each attempt to resolve the problems of outstanding fees.
 - Parents are notified that the services of a debt collection agency will be engaged to recover outstanding fees.
 - A summons can be issued, however before enforcement proceedings are taken such as a Warrant of Execution approval will be obtained from the Director of Catholic Education.