



SCHOOL FEES PROCEDURE

Effective Date: March 2017

Review Date: March 2020

RATIONALE

“Since education is an important means of improving the social and economic condition of the individual and of peoples, if the Catholic school were to turn its attention exclusively or predominantly to those from the wealthier social classes, it could be contributing towards maintaining their privileged position, and could thereby continue to favour a society which is unjust.”

(The Catholic School, Sacred Congregation for Catholic Education, 1988)

Taking into account the shared conviction of purpose for this school we need also to share, on a basis of justice and equity, the responsibility for maintaining the financial viability of the school.

STATEMENT

The fundamental right of a Catholic family, and those families accepted for enrolment who shares the aims and goals of our Catholic school, to have access to Catholic schooling for their children needs to be preserved irrespective of their financial status.

On enrolment of a child at St James, the parents enter into a contract to pay fees for educational expenses. Payment of fees ensures provision of quality learning resources, wages of specialist teachers, cleaning and maintenance.

The school community, through the principal, has a responsibility to support those families in genuine financial hardship through concessions on fees and levies.

PROCEDURES

1. School fees are reviewed in the latter half of each year at the time of preparation of the following year's school's operating budget. A draft is produced and presented to the School Board and Parish Finance Committee for approval prior to distribution to families. During the course of the year, actual operating results are compared with original budget estimates.
2. School fee accounts are sent out 10 times each year ie each month from February to November Fee statements are emailed to the account holder. Fees not paid by the last day of term are classed as outstanding.
3. Where difficulty is experienced in paying fees, or difficulty is anticipated, parents must inform the Principal or Parish Priest of this difficulty as early as possible in the term. This will allow timely consideration of individual family circumstances.

4. Through consultation with the Principal, payment options may be negotiated. Concessions are considered on the general component of the fees only. The school considers applications from families who are experiencing difficulties meeting the cost of fees. The decision to grant a concession is made on the family's assessed ability to pay based on information disclosed by the family and in line with Brisbane Catholic Education Guidelines.
5. All families granted concessions are required to use the Direct Debit or Centrepay method of payment. **Concessions do not continue automatically from one year to the next. Re-application is necessary each year.**
6. As we operate on a limited cash flow budget, outstanding accounts at the end of each term may be referred to a collection agency unless prior arrangements have been made **in writing** with the Principal.
7. Payment by cheque made payable to St James School, direct debit, BPay or Credit Card are the preferred methods of payment. You will find our Biller Code and your reference number on the top right hand corner of your statement. **Receipts for cash only.**
8. Credit/debit cards can be processed at the school office and/or forms are available that can be completed to allow a standing monthly credit card authority for the year.

22/03/2017

Authorised by John Bates - Principal