



Caritas College  
Port Augusta

# School Fee Procedures

Caritas College School Board

## **Caritas College Fees Collection Procedures**

The Caritas College School Fees Policy underpins these procedures, and implementation processes are to always be just, respectful, compassionate and transparent.

School fees are inclusive of camp fees, retreats, swimming lessons, excursions and performances provided as curriculum experiences at Caritas College. The fees also include the levy paid to the Diocesan Pastoral Formation Fund, an initiative to support and strengthen our Catholic Schools and Parishes for the service provided to school communities.

### **Procedure for Fee Collection**

#### **Pre-enrolment:**

- Enrolment information provided to families, both written and online, including details about all fees and the Fees Policy
- At the pre-enrolment interview with the Principal the Fee Collection Policy, procedures and annual schedule are discussed with families
- An undertaking to pay all school fees is included in the Acceptance of Offer and enrolment contract signed by the families of students offered enrolment at Caritas College
- When determining whether a family will receive sibling discount, consideration will be given to circumstances such as whether the children are all enrolled under the same party's name or if the family member can demonstrate full financial responsibility for all children's school fees.

#### **Throughout enrolment:**

- School Fees for the following year will be determined by the Caritas College School Board and families will be advised of these amounts in November each year. This will include details of inclusions and exclusion.
- The person/s nominated at the 'Billing Address' will receive a statement in January informing the total amount of school fees to be paid for the school year. An updated account will also be sent to each family within the first month of Term 2, 3 and 4.
- Should a student commence or conclude his/her studies part way through the year a pro-rata amount of tuition fees will be refunded or offset against any amount owing. Payment of fees is still required where a student is absent from school for any length of time, eg overseas trip, holiday, sickness.

#### **Payment options:**

All new enrolling families after January 2013 are required to pay school fees using one of the following options:

- Payment of yearly account before 28 February and obtain a 3% discount on the full amount, or
- Direct debit using PaySmart at weekly, fortnightly or monthly intervals.

All families with enrolments commenced prior to 2013 are encouraged to make payments using the above methods. Alternatively, families may continue to pay via cash, EFTPOS or cheque, BPAY, credit cards or Centrepay.

#### **School Card Discount:**

Families who may qualify for the School Card discount should submit the School Card Application Form preferably before the end of March each year. The discount will be passed on to you once you are confirmed eligible by DECS and you have completed a Fee Variation application. (NB: This is a new school procedural requirement to be Introduced in 2018).

### **Overdue accounts:**

Access to Catholic Education at Caritas College is open to all families. If families experience difficulties with fees, or any other school-related matter, they are strongly encouraged and very welcome to meet with the Principal to discuss ways of managing and negotiating mutually acceptable outcomes. Please note that every endeavour is made to accommodate individual family circumstances.

The process for collecting over due fees is as follows:

- If no fees have been paid by 28 February, Finance Office staff will make contact with the family as a reminder of the account details.
- With no response by 31 March, the family will be required to set up a direct debit through PaySmart to contribute towards the payment of fees. A letter and statement of account will be provided to the family outlining these details.
- With no response by 30 April, the family will be required to meet with the Principal to discuss and implement a payment plan. A letter and statement of account will be provided to the family outlining these details.
- If families have not paid 25%, 50%, 75%, 100% at the end of each respective term, Finance Office staff will make contact with the family.
- If no acceptable response is received from the family, at a time determined by the Principal, the matter will be referred to an accredited debt collection agent. If this occurs, families are responsible for the payment of collection costs. Once accounts have been referred to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors.
- Finance Management staff, with the Principal, will meet monthly to oversee fee collection, decide actions to be taken and provide a summary report to the School Board.

Implemented: 2015

Reviewed:



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