



Infant Jesus School

A LEADing Learning School

School Fees Setting and Collection Procedure

Aim

Infant Jesus School, has responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's special preference for the poor and disadvantaged. Parents are asked to make a commitment to support Catholic education financially by paying fees. This policy is formulated in accordance with the Catholic Education Commission of Western Australia. The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

Sources of Authority	
CECWA Policy	School Fees Directive
Executive Directive	<u>School Fees Executive Directive</u>

Scope

For the purpose of this procedure school fees shall be considered to be tuition fees, levies and other charges (eg. excursions, amenities, book hire etc.)

Procedure

1. Annual fees and charges including: maximum increases shall be set by the School Advisory Committee in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment, parents shall be provided with the school's fee policy. This includes details of any additional charges and information relating to the school's fee concession policy. (Any clarification needed by the parents about the school's fee policy can be given at the initial enrolment interview.)
3. The level of sibling discounts shall be determined by the School Advisory Committee.
4. CEO Recommendations:
 - 1st child 0%
 - 2nd child 20%
 - 3rd child 40%
 - 4th child & beyond 100%
5. Kindergarten fees shall be charged as a proportion (e.g. 0.6 FTE) of the respective first child full time tuition fee.
6. Families with limited financial resources and means tested family concession card holders (HCC or PCC) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
7. School fee accounts are distributed over an annual billing cycle.

8. Parents experiencing difficulty with payment of school fees are requested to discuss the matter with the Principal as soon as possible. If parents have a Health Care Card, or need to see the Principal in relation to their school fees, an appointment is required to make necessary arrangements. These appointments are strictly confidential and the arrangements agreed to must be renewed at the beginning of each school year.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required, parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees.

Authorised by	Clare Moffat	Signature:	<i>cmoffat</i>
	Infant Jesus School Principal	Date:	8 December 2021
Effective Date:	January 2022	Next Review:	January 2023

