



School Fees Policy

Reviewed: May 2015

Ratified: June 2015

Next Review: 2019

RATIONALE:

Fees for education at St. Francis Xavier are an in-built component of the total funding of Catholic education. School fees are charged to assist in meeting the day-to-day operating costs of our school.

In recognition that Catholic schools do not attract the same level of recurrent funding from the Commonwealth and State Governments as other sectors, there is a requirement to raise private funds.

The major source of this private financial contribution is the school fee which may be supplemented with other contributions e.g. Governors contributions, fund raising activities and the use of voluntary helpers.

POLICY STATEMENT:

It is the responsibility of the St. Francis Xavier Primary School:

- to charge school fees in order to meet its financial needs
- to collect the school fees in a manner which is just and equitable.

PRINCIPLES:

1. When setting annual fee levels at St. Francis Xavier, the policies of the Catholic Education Commission of Victoria and the Diocese of Ballarat will be taken into account. Consultation with the St. Francis Xavier Finance Committee will take place before ratification by St Francis Xavier Primary School Board.
2. When setting fees, St. Francis Xavier takes into account the financial needs and the ability of the school community to meet the level of fees to be charged, keeping in mind the socio-economic level of the community. Primary schools are to charge a family fee for tuition purposes within the range advised by the Ballarat Diocesan Schools Advisory Council. The socio-economic level is used when setting the fees as part of the budgeting process. The school budget reflects an accurate assessment of fee income after remissions, discounts, special concessions, have been excluded.
3. St. Francis Xavier provides parents full details of fees and charges for the coming year. In the final term of the preceding year parents are advised via newsletters, handbooks and/or information meetings of the schedule of fees for the coming year.
4. A student fee is charged on a per child basis to meet student classroom requisites and subject levies. All classroom fees are reported in the Annual Financial Statement as compulsory tuition charges collected.
5. An enrolment/application fee is charged to secure a Foundation position for non-sibling families. Enrolment fees are reported in the Annual Financial Statement as School fees.
6. Families that take extended leave during school terms are not entitled to a refund/credit of school fees. To receive a refund/credit the student would need to un-enrol from St Francis Xavier and re-enrol on return, which would be dependent on availability of positions.

7. St. Francis Xavier may enrol full fee paying overseas students. Receipts from full fee paying students will be recorded in the Annual Financial Statement as either recurrent receipts from full fee paying overseas students or capital receipts from full fee paying overseas students. St. Francis Xavier cannot enrol Full Fee Paying Overseas Students (FFPOS) international students travelling on a student visa subclass 571 unless the school is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
8. St. Francis Xavier charges a capital fee and may charge a building fee to cover capital expenditure i.e.: furniture, equipment, buildings and capital loan repayments. St. Francis Xavier may transfer their recurrent school fees as capital fees. All capital fees are reported in the Annual Financial Statement as fees for capital purposes. Amounts transferred reduce the recurrent school fees reported and increase the fees for capital purposes reported.
9. Fee remissions are available to parents of students whose financial position indicates that they are unable to meet the recommended fee. When dealing with requests for fee remissions, St. Francis Xavier proceeds with the utmost discretion ensuring confidentiality at all times. Approval of fee relief is restricted to the Finance Committee and/or Principal. Parents making a formal request for remission of fees support their application with sufficient personal financial information to enable an informed decision to be made (Refer Example Appendix I). A copy of the authorised approval for fee remissions is retained on file.
10. The Family Fee Assistance Scheme is available to families who hold a means-tested Centrelink or Veteran Affairs Concession Card. Although a family may be eligible to receive a fee discount, families may choose not to apply for the fee discount and pay the full school fee. Families that qualify for the scheme will pay \$520 per annum (\$10 per week) for primary school tuition fees. The discount fee covers tuition and capital fees only.
11. Fee statements shall be issued no later than one month after the commencement of each year and are issued on a regular basis thereafter. To assist parents with the payment of fees, St. Francis Xavier has developed strategies to facilitate regular payment by families in a convenient manner. St. Francis Xavier offers a range of payment options: cash, cheque or electronic and a range of payment schedules: weekly, fortnightly, and monthly, per term or lump sum. St. Francis Xavier seeks an indication from each family as to their preferred payment method (refer Example Appendix II).
12. St. Francis Xavier regularly monitors school fee collection. The recovery of unpaid fees is approached sensitively to protect all parties from public embarrassment. Unpaid fees are followed up promptly by letter or personal contact. Guidelines on outstanding fee collection are set out in Appendix III.

For families with fees long overdue for payment, the School may employ the services of a debt collector and/or Solicitor to assist in recovering monies due, when clearly the parent/guardian is able to meet the payment but is unwilling to do so. Such action will require the prior approval of the Finance Committee.

13. The institution of court proceedings to recover unpaid debts may only be proceeded with after approval to do so has been sought and obtained from the Finance Committee and notification has been provided to the Diocesan Director of Catholic Education.

REFERENCES:

Catholic Diocese of Ballarat Schools Fee Policy 2012
Catholic Education Commission Victoria Financial & Administrative Procedures Manual
School Attendance Procedure for Extended Leave Policy

APPENDIX I – APPLICATION FOR FEE REMISSION (Use of this form is discretionary)

St Francis Xavier Primary School Application for Fee Remission

In order for the school to consider an application for fee remission, the following questions must be answered. All information will be treated in strictest confidence with only the School Authority and Principal having access to the completed form. Please complete all questions. If you require assistance in filling in the form please contact the Principal.

NAME: _____

DAYTIME PHONE: _____

ADDRESS: _____

P/CODE: _____

Employment Details:		
	CARER 1:	CARER 2:
Name:		
Employer:		
Position		

Children Attending St. Francis Xavier:	
NAME:	YR LEVEL:

Other Dependants:		
NAME:	AGE:	HOME/NAME OF SCHOOL:

FAMILY INCOME PER FORTNIGHT:	\$	COMMITMENTS PER FORTNIGHT:	\$
Carer 1's wages (after tax) P F/n:		House Mortgage Repayments:	
Carer 2's wages (after tax) P F/n:		Rent:	
Regular Overtime:		Car Loan:	
Pension/Social Security:		Credit Cards:	
Family Allowance/Supplement:			
Austudy:		Other Loans:	
Maintenance:		Other School's Fees	
Other Income (give details):			
		Living Expenses:	
TOTAL:		TOTAL:	

Do you hold a means-tested Centrelink or Veteran Affairs Concession Card: Yes/No

Other comments relevant to your application: _____

Signed: _____

Date: _____

Office Use Only: Application Approved/Rejected Remission Amount \$_____ Signed: _____

APPENDIX II – FEE PAYMENT METHOD (sample only)

Dear Parents,

Re: 2019 School Fees and Student Fees

Please find below the fee schedule for 2019 as ratified by the School Board at their November meeting. Also

Swimming Fee: Fees for the 2019 Years 1, 3 and 5 Swimming Program will be \$85.00.

School Camps. .

Foundation	\$ 40.00
Year One	\$ 50.00
Year Two	\$ 110.00
Year Three	\$ 155.00
Year Four	\$ 235.00
Year Five	\$ 265.00
Year Six	\$ 410.00

We have attached a Fee Payment Agreement for 2019 for you to nominate your method of payment for 2019. Fee Payment Agreements are to be completed by every family and returned to the school office by Friday 14th December, 2018. Please note, all Direct Debit arrangements need to be renewed on an annual basis.

Yours sincerely,

Paul Bissinella
Principal

STUDENT FEES 2019

The following is a breakdown of the areas the Annual Student Fee will be utilised in 2019.

Student Fee Expenditure Foundation – 6

- Student Requisites/Stationery & Materials
- Religious Education Resources
- Numeracy
- Literacy
- Numeracy Resources

- LOTE
- Intervention Programs
- Integrated Curriculum
- Environmental Education/Kitchen Garden
- Student Wellbeing
- Library/Resource Centre Resources
- Art/Craft
- Music
- Physical Education

Please note that the cost of the Camps and Swimming Programs are passed on to parents directly i.e. there are no additional charges for the programs other than the transport and program costs themselves.



ACN 618 753 521

2019 SCHOOL FEE PAYMENT AGREEMENT (Please return this form to the
school
office by Friday 14th December, 2018)

Family Name:

Address: Post
Code

Students at St Francis Xavier School

Student Name	Year

If paying **fortnightly** divide the total by 20 (every 2nd Thursday beginning 21st February, 2019).

If paying **four weekly** divide the total by 10 (every 4 weeks beginning 21st February, 2019).

PAYMENT TYPE	PAYMENT FREQUENCY (Circle Payment Frequency)	AMOUNT
DIRECT DEBIT	FORTNIGHTLY FOUR WEEKLY	\$

	Please complete the Direct Debit section on the back of this form	
INTERNET BANKING	<p style="text-align: center;">FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <p>• All annual payments to be made by February 28th, 2019</p> <p>St Francis Xavier School, BSB 083-532 A/c No 129506010</p> <p>Please use your name and/or account number as the reference</p>	\$
CASH / CHEQUE / EFTPOS	<p style="text-align: center;">FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <p>• All annual payments to be made by February 28th, 2019</p>	\$

I understand the 2019 School Fee structure and agree to fulfill by commitment to the payment of these fees as selected above. I will contact the school office if my details or circumstances change.

I undertake to indemnify the School for any costs associated in the recovery of unpaid fees. In signing this agreement, I take responsibility for the payment of school fees charged by the School. I agree to be held liable for any such fees incurred.

Name: Signature:
Date:.....

DIRECT DEBIT – BANK ACCOUNT DIRECT DEBIT DETAILS

Name/s on Bank Account:

.....

I request and authorise St Francis Xavier Primary School Ballarat East Ltd (*Direct User Id 143897*) to arrange, through its own financial institution, to debit my account with the amount listed in the schedule below through the Bulk Electronic Clearing System from the bank account identified below until the end of the school year or other written agreement.

I understand and acknowledge that: I / We may, by prior arrangement and advice, vary the amount or frequency of future debit.

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and *St Francis Xavier Primary School* as set out in this Request and in your Direct Debit Request Service Agreement.

Signature of Account Holder: Date:

2019 Direct Debit Bank Account Details Bank BSB Number: ____ - ____ Account No: _____ _____ Name of Bank: Amount to be Debited: \$..... Debit Frequency: fortnightly/four weekly (please circle)	Current Bank Account Details on File Please use existing Bank Account Details previously provided to the school. (tick box for YES) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div>
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Privacy Act: I acknowledge that St Francis Xavier Primary School Ballarat East Ltd, agrees to keep all my details private and confidential.

Signed (Parent)

Date:My email address for fee statements is _____

APPENDIX II – (continued)

2019 SCHOOL FEE PAYMENT AGREEMENT (Please return this form to the school office by Friday 8th February, 2019)

Family Name:

Address: Post Code

Students at St Francis Xavier School

Student Name	Year

If paying **fortnightly** divide the total by 20 (every 2nd Thursday beginning 21st February, 2019).

If paying **four weekly** divide the total by 10 (every 4 weeks beginning 21st February, 2019).

PAYMENT TYPE	PAYMENT FREQUENCY (Circle Payment Frequency)	AMOUNT
DIRECT DEBIT	<p>FORTNIGHTLY FOUR WEEKLY</p> <p>Please complete the Direct Debit section on the back of this form</p>	\$
INTERNET BANKING	<p>FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <p>• annual payments to be made by February 28th, 2019</p> <p>St Francis Xavier School, BSB 083-532 A/c No 129506010</p> <p>Please use your name and/or account number as the reference</p>	\$
CASH / CHEQUE / EFTPOS	<p>FORTNIGHTLY MONTHLY TERMLY ANNUALLY</p> <p>• annual payments to be made by February 28th, 2019</p>	\$

I understand the 2019 School Fee structure and agree to fulfill by commitment to the payment of these fees as selected above. I will contact the school office if my details or circumstances change.

I undertake to indemnify the School for any costs associated in the recovery of unpaid fees. In signing this agreement, I take responsibility for the payment of school fees charged by the School. I agree to be held liable for any such fees incurred.

Name: Signature:

Date:.....

DIRECT DEBIT – BANK ACCOUNT DIRECT DEBIT DETAILS

Name/s on Bank Account:

.....

I request and authorise St Francis Xavier Primary School Ballarat East Ltd (*Direct User Id 143897*) to arrange, through its own financial institution, to debit my account with the amount listed in the schedule below through the Bulk Electronic Clearing System from the bank account identified below until the end of the school year or other written agreement.

I understand and acknowledge that: I / We may, by prior arrangement and advice, vary the amount or frequency of future debit.

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and *St Francis Xavier Primary School* as set out in this Request and in your Direct Debit Request Service Agreement.

Signature of Account Holder: Date:

2019 Direct Debit Bank Account Details Bank BSB Number: ____ - ____ Account No: _____ _____ Name of Bank: Amount to be Debited: \$..... Debit Frequency: fortnightly/four weekly (please circle)	Current Bank Account Details on File Please use existing Bank Account Details previously provided to the school. (tick box for YES) <input type="checkbox"/>
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Privacy Act: I acknowledge that St Francis Xavier Primary School Ballarat East Ltd, agrees to keep all my details private and confidential.

Signed (Parent)

Date:Email address for school fee statements: