



## School Fees Policy

Reviewed: June 2019

Ratified: June 2018

Next Review: 2021

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### 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.

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### 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.

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### 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.

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## **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)

### **Re: 2020 School Fees and Student Fees**

Please find below the fee schedule for 2020 as ratified by the School Board at their November meeting. Also below is an extract from the St. Francis Xavier Primary School, School Fee Collection Process, as ratified by the School Board and the Finance Sub-Committee.

*“It is the expectation of the school that, at a minimum, a payment equal to the amount of one term’s school fees, is paid by the end of each school term.”*

I would like to remind all families that both State and Commonwealth Governments require us to collect fees in order to meet the shortfall in funding from these government bodies.

Overall, a small increase has been approved to ensure we can continue to meet the costs of running our school and resourcing it adequately.

**Capital Fee:**  
\$170.00 per family.

**Building Fund**  
\$360.00 per family

### **Tuition Fees 2020**

1 child family	\$1,260.00p.a.	
2+ children family	\$2,080.00p.a.	(Family Fee, with two or more children)

### **Student Fees 2020**

\$420.00 per child Foundation to Year 6

### **Information and Technology Levy 2020**

\$70.00 per child Foundation to Year 6

**Swimming Fee:** Fees for the 2019 Years 1, 3 and 5 Swimming Program will be \$90.00.

### **School Camps. .**

Foundation	\$ 45.00
Year One	\$ 50.00
Year Two	\$ 120.00
Year Three	\$ 170.00
Year Four	\$ 245.00
Year Five	\$ 270.00
Year Six	\$ 415.00

### *STUDENT FEES 2020*

The following is a breakdown of the areas the Annual Student Fee will be utilised in 2020.

### **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.

The Capital Fee and Building Fee assists in meeting loan repayments and for capital purchases.

We have attached a Fee Payment Agreement for 2020 for you to nominate your method of payment for 2020. Fee Payment Agreements are to be completed by every family and returned to the school office. Please note, all Direct Debit arrangements need to be renewed on an annual basis.

## 2020 SCHOOL FEE PAYMENT AGREEMENT

Family Name: .....

Address: ..... Post Code .....

### Students at St Francis Xavier School

Student Name	Year

If paying **fortnightly** divide the total by 20 (every 2<sup>nd</sup> Thursday beginning 20<sup>th</sup> February, 2020).

If paying **four weekly** divide the total by 10 (every 4 weeks beginning 20<sup>th</sup> February, 2020).

PAYMENT TYPE	PAYMENT FREQUENCY (Circle Payment Frequency)	AMOUNT
DIRECT DEBIT	<b>FORTNIGHTLY    FOUR WEEKLY</b> Please complete the Direct Debit section on the back of this form	\$
INTERNET BANKING	<b>FORTNIGHTLY    MONTHLY    TERMLY    ANNUALLY</b> • <span style="color: red;">annual payments to be made by February 29<sup>th</sup>, 2020</span> <span style="color: red;">All</span> St Francis Xavier School, BSB 083-532 A/c No 129506010 <span style="color: green;">Please use your name and/or account number as the reference</span>	\$
CASH / CHEQUE / EFTPOS	<b>FORTNIGHTLY    MONTHLY    TERMLY    ANNUALLY</b> • <span style="color: red;">annual payments to be made by February 29<sup>th</sup>, 2020</span> <span style="color: red;">All</span>	\$

I understand the 2020 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: .....

<b>2020 Direct Debit Bank Account Details</b> Bank BSB Number: _____ - _____ Account No: _____ Name of Bank: ..... Amount to be Debited: \$..... Debit Frequency: fortnightly/four weekly (please circle)	<b>Current Bank Account Details on File</b> 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: .....

My email address for fee statements is .....

# Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with St Francis Xavier Primary School. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

## Definitions

- **account** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by *you* to *us* is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between *us* and *you*.
- **us** or **we** means St Francis Xavier Primary School *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

## 1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

*We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

## 2. Amendments by us

*We* may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days' written notice.

## 3. Amendments by you

*You* may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) days' notification by writing to: St Francis Xavier Primary School or by telephoning *us* on (03) 5331 6311 during business hours **or** arranging it through your own financial institution.

## 4. Your obligations

Is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;

- (b) *you* may also incur fees or charges imposed or incurred by *us*; and

- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

*You* should check *your account* statement to verify that the amounts debited from *your account* are correct

## 5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on (03) 5331 6311 and confirm that notice in writing with *us* as soon as possible so that *we* can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been adjusted.

If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

## 6. Accounts

*You* should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

## 7. Confidentiality

*We* will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

*We* will only disclose information that *we* have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

## 8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to the school.

*We* will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.

## Direct Debit Schedule of dates for 2020

	<b>Fortnightly</b>	<b>Four Weekly</b>
1 <sup>st</sup> Instalment	20th February	20th February
2 <sup>rd</sup> “	5 <sup>th</sup> March	19th March
3 <sup>rd</sup> “	19th March	16 <sup>th</sup> April
4 <sup>th</sup> “	2nd April	14 <sup>th</sup> May
5 <sup>th</sup> “	16 <sup>th</sup> April	11 <sup>th</sup> June
6 <sup>th</sup> “	30 <sup>th</sup> April	9 <sup>th</sup> July
7 <sup>th</sup> “	14 <sup>th</sup> May	6 <sup>th</sup> August
8 <sup>th</sup> “	28th May	3rd September
9 <sup>th</sup> “	11 <sup>th</sup> June	1st October
10 <sup>th</sup> “	25 <sup>th</sup> June	29th October
11 <sup>th</sup> “	9 <sup>th</sup> July	26 <sup>th</sup> November (if needed)
12 <sup>th</sup> “	23rd July	24 <sup>th</sup> December (if needed)
13 <sup>th</sup> “	6 <sup>th</sup> August	21st January (if needed)
14 <sup>th</sup> “	20th August	
15 <sup>th</sup> “	3rd September	
16 <sup>th</sup> “	17th September	
17 <sup>th</sup> “	1st October	
18 <sup>th</sup> “	15 <sup>th</sup> October	
19 <sup>th</sup> “	29 <sup>th</sup> October	
20 <sup>th</sup> “	12 <sup>th</sup> November	
21 <sup>st</sup> “	26 <sup>th</sup> November (if needed)	
22 <sup>nd</sup> “	10 <sup>th</sup> December (if needed)	
23 <sup>rd</sup> “	24 <sup>th</sup> December (if needed)	
24 <sup>th</sup> “	7 <sup>th</sup> January (if needed)	
25 <sup>th</sup> “	21st January (if needed)	
26 <sup>th</sup> “	4 <sup>th</sup> February (if needed)	