



SCHOOL FEES: SETTING AND COLLECTING

RATIONALE

The collection of school fees by Santa Clara Primary School Board shall be approached in the spirit of Christian charity and justice. The Board recognises the Catholic Church's responsibility to make a Catholic education available to all 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.

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.

DEFINITIONS

School Fees: For the purpose of this policy statement School fees shall be considered to be tuition fees, levies and other charges (e.g. excursions, camp fees, amenities, book hire).

Acceptance of Enrolment Fee: The fee associated with securing a student enrolment into a school after an offer of enrolment has been made by the school. At Santa Clara, this fee comes off the first term's fees. For families who withdraw their children prior to the school term beginning this fee will not be refunded.

Role of School Boards or School Councils: At Santa Clara School the Board has a managerial role with regard to the setting and collecting of school fees.

PRINCIPLES

- We respect the dignity of each person and therefore see that payment of school fees, whenever possible, gives a person a sense of satisfaction and dignity in helping the overall educational, spiritual and social needs of children.
- Where there is genuine economic hardship arrangements shall be made accordingly through the Principal so that children are not disadvantaged.
- The inability to pay school fees shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
- Requests for fee concessions shall be treated with dignity and compassion and every effort shall be made to protect the confidentiality of all information pertaining to the payment of school fees.
- We live "justice" by being fair in our expectations of parents to support in a financial way, the needs of the school community. We do this by actively pursuing the collection of school fees where parents have the capacity to pay.
- The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.

WE WILL INSPIRE



- The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
- 1. Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
- 2. If Santa Clara School Board wishes to exceed the maximum increase in school fees it shall first obtain the approval of the Director of Catholic Education.
- 3. The level of sibling discounts shall be determined by the Santa Clara School Board. Kindergarten fees shall be charged as a proportion of the respective first child full time fee. Sibling tuition discounts also apply to kindergarten students. All students and families are eligible for sibling discounts including families who receive automatic tuition fee discounts as holders of eligible means tested family concession cards.
- 4. Parents with accounts unpaid by the due date (and for which written arrangements have not been made) will be required to attend an interview with the Principal. If appropriate, the School Board Chairperson and Treasurer may be informed of outstanding accounts. Written documentation will be maintained by the school of all attempts to negotiate a repayment strategy. Where parents have ignored all reasonable attempts at negotiation, the services of a debt collection agency may be engaged.
- 5. Term accounts are issued by the end of February, April and July with total payment of each term, due two weeks after accounts are sent to families. Parents who wish to discuss alternative payment arrangements (in the case of financial hardship) are invited to contact the Bursar or Principal within fourteen days of the account being received. Requests for concessions shall be treated with dignity, compassion and confidentiality.
- 6. Where parents have ignored all reasonable attempts to negotiate a fee payment strategy and further action is required:
 - documentation shall be kept on each attempt to resolve the problems of outstanding fees.
 - parents are notified that the services of a debt collection agency or solicitor may be engaged to recover outstanding fees.

EXTENDED VACATION CONCESSIONS:

Where a family elects to go on extended vacation during the school term, no concession will be made with regard to school fees and charges. It is expected that all accounts be paid in full.

SCHEDULE OF TUITION FEES AND OTHER CHARGES:

The Santa Clara School Board in consultation with the Catholic Education Office of Western Australia has set tuition fees and other charges. Charges are reviewed annually and parents informed of any changes that occur.

Schedule of Fees and Charges as from January 2021

Pre-Primary - Year Six 2021

Tuition 1st Child \$1,550

2nd Child \$1,240 (20% discount)

3rd Child \$930 (40% discount)

4th Child No charge

WE WILL INSPIRE



Amenities: PP – Yr 6 \$315 per student
Booklist Levy \$80 per student
Building Levy \$310 per family
P & F Levy \$76 per family
Swimming lessons \$105
1-1 Technology program:
Year 4 \$300
Year 5 \$297
Year 6 \$268
Year 6 Camp \$300

Kindergarten 2021

Tuition \$ 930
Amenities & Booklist Fees \$386
Building Levy \$310 per family
P & F Levy \$76 per family
IT Levy - Nil

WE WILL INSPIRE

CREATIVITY • CARING • RESILIENCE • COURAGE • TRUTH