OBJECTIVES

‘Catholic Schools should be accessible to all Catholic Families irrespective of capacity to pay’

St James the Apostle Primary School’s school fee policy has been developed within the framework of the CEOM School Fees Policy 2.27.

PROCEDURES FOR THE SETTING OF FEES

St James the Apostle Primary School’s school fees are set on a yearly basis. The Principal and School Accountant, in consultation with the Parish Priest, meet to look at the School’s financial position.

The School’s income comes from three main sources: Federal Government funding, State Government funding and school fees and levies. Federal and State grants are allocated to schools by the Catholic Education Office, Melbourne, and linked to the School’s SES (Socio Economic Score) which is derived from census information collected about different areas. Also the School takes into account other relevant factors such as the cost of living (Consumer Price index). Our school must raise income through fees and levies to add to grants to meet the School’s commitments.

PROCEDURES FOR FEE PAYMENTS AND COLLECTION OF UNPAID FEES

Fees and their payment are discussed with parents at the time of enrolment.

Prior to the commencement of the new school year, fee levels and payment methods are determined and communicated to parents in writing.

The School makes provision for parents to pay in a number of ways:

- In three instalments, due in Terms 1, 2 and 3.
- Weekly, fortnightly or monthly instalments as arranged with the Bursar.
- Payment in full on receipt of first term statement.
- Direct Debit facility.
- Credit Card facility.
In the case of parents who have difficulty in meeting their financial commitment to the School, every effort is made to support these families through regular meetings with the Principal and Parish Priest and, in some instances, fee remissions are given based on pastoral issues.

In regards to parents who are able but unwilling to pay fees, every effort is made to help those parents understand their obligations. However, after all avenues have been exhausted, recovery of the debt is handled by a debt collection agency.

Authorised by: Martin Enright (Principal)

Year of implementation: 2009

Delegated to: Principal & School Bursar