



## St Joseph's Catholic Primary School

### School Fees Policy

We at St Joseph's are committed to providing a Catholic education to all children whose parents desire it. We also are aware that from time to time some parents find themselves in financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place in our schools due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at St Joseph's assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

It is appreciated that changing family circumstances will sometimes require that a student transfer to another school. Fees will be payable for the whole of the term in which the enrolment is terminated, except in cases where fair notice is given or where it is deemed that fair notice was impractical.

#### **PROCEDURES**

A statement of all fees and levies will be issued to families usually within the first two weeks of each term.

The statement will show the following:

- Tuition Fee, Capital Levy, Resource Levy, Excursion / Sport Levy
- Any other fees and levies – Prep, Early Years

All fees for that term are due for full payment by the end of the month of issue, unless formal arrangements have been made with the school.

A reminder/overdue statement will be sent home. It is recommended to contact the school at this time if difficulties in paying on time are being experienced.

On occasions people fail to pay their account, do not respond to reminder/overdue statements and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a professional debt collection agency.