School Fee Schedule and Collection Procedure

Reviewed: 2024

Aim

The aim of this procedure is to ensure that all fees and levies set by the school reflect the capacity of the school's parents and guardians to contribute, and that payment options are clearly communicated to all members of the school community.

Sources of Authority: CEWA Community – 3.4 Fees,
Stewardship – 4.4 Financial Management
Executive Directive – School Fees,
Debt and Cash Management

Scope

This procedure applies to all staff, parents, guardians, carers and others awarded legal custody or care of students attending Mel Maria Catholic Primary School.

1. Procedure

1.1 Fee Collection

1.1.1 The school shall issue each family an Annual Fee Statement in early February each year.

1.1.2 Accompanying the Annual Fee Statement will be a Payment Option Form, which outlines the fee payment options available to parents.

1.1.3 A Payment Option Form must be completed, signed and returned to school by the due date included on the form.

1.1.4 Accounts should be settled in accordance with the signed Payment Option Form, unless prior arrangements have been negotiated for the current year with the Principal.

1.1.5 Accounts can be paid:

annually	- 1 payment
each term	- 3 payments
monthly	- 8 payments
fortnightly	- 16 payments

1.1.6 It is a school requirement that every family must complete a new Payment Option Form at the start of each year, to ensure the correct number of instalments, at the correct payment amount, are being made in order for all fees to be settled by the end of September each year.

1.2 Overdue Fee Collection

1.2.1 The following actions should be taken when collecting overdue fees:

1.2.2 A written communication must be sent to the parents, bringing to their attention the overdue balance.

1.2.3 Should there be no response within 14 days, the school should contact the parent/s by phone to discuss the overdue fees and payment options.

1.2.4 If an arrangement to discuss the overdue fees cannot be made, or no action results after another 14 days, a formal registered letter from the Principal should be sent to remind parents of their financial obligations. This letter should include an invitation to discuss the matter with the school and a specified timeframe for a response. Refer to *Letter 1: Fee Obligations* in the *Supporting Guidelines* document.

1.2.5 Should there be no response or action within 14 days of the letter (*Letter 1: Fee Obligations)*, the Principal must send a formal registered letter with a final notice. The letter should seek payment and outline the possible outcomes if payment is not received within the specified timeframe. This could include legal action. Refer to *Letter 2: Final Fee Notice* in the *Supporting Guidelines* document.

1.2.6 Should there be no response or action within 14 days of the letter (*Letter 2: Final Fee Notice)*, the Principal may engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs.

1.2.7 If the debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, the Principal may consider initiating court proceedings through a General Procedure Claim to obtain judgement. Refer to How to Commence a General Procedure Claim. Before this is done, the Principal shall inform in writing the Executive Director of CEWA.

1.2.8 Before any enforcement proceedings are taken, the Principal must obtain written approval from the Executive Director of CEWA. Refer to Enforcing a Judgement.

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