

Mary MacKillop Memorial School

Fees Collection Policy



Developed by: Staff and School Board

Notes:

1. All references to 'Staff members' include Administration Staff, Support Teachers, Teachers and Temporary Relieving Teachers.

Underlying Assumptions, Philosophy and Rationale:

We at Mary MacKillop Memorial School believe that:

- the major source of private income is school fees
- as a caring community, we have an obligation to support and be sensitive to the needs of all
- we are committed to the education of every child enrolled in this school, regardless of the ability of his/her parents or carers to pay fees
- all families are expected to contribute financially towards the education of their children, within a fee structure designed to be fair and just.

Purpose/Aims:

Through the application of this policy, we at Mary MacKillop Memorial School aim to:

- ensure support for and be sensitive to the needs of all
- ensure that families contribute financially through a fee structure that is fair and just.

Guidelines:

In support of this policy:

The Principal will:

- make a copy of this policy available to all families
- monitor the situation through the Monthly Finance Report presented at the meeting of the School Board
- review the policy as required and when necessary make any changes known to families.
- telephone or write to all families with outstanding fees each term to work out a suitable payment plan. As the school relies on the prompt payment of all fees to enable the school to operate it may become necessary for the School Board to place outstanding accounts in the hands of a Debt Collector where no payment plan is entered into and/or followed.

The Finance Officer will:

- issue a School Fee Information Brochure and payment option schedule to each family at the beginning of the school year. It is expected that all families who do not pay fees over the three terms but wish to pay over the full year will set up payment options by Direct Debits, Credit Card Deductions or Centrepay deduction
- issue an Annual School Fees account which covers all tuition and levies by 3rd week of Term 1 for full yearly fees

- arrange for payments via:
 - 1) Direct debit, either weekly, fortnightly or monthly payments by credit card or bank account debit
 - 2) Direct debit of 3 instalments paid by the end of Term 1, 2 and 3 by credit card or bank account debit
- provide monthly reports of fees collection issues to the Finance Committee
- refer all issues and enquires to the Principal

Parents and Carers will:

- familiarise themselves with this policy
- return the Payment Option Schedule to the Finance Officer at the beginning of each year and arrange for payments via:
 - 1) Direct debit, either weekly, fortnightly or monthly payments by credit card or bank account debit
 - 2) Direct debit of 3 instalments paid by the end of Term 1, 2 and 3 by credit card or bank account debit
- notify the Finance Officer/Principal in writing or in person as soon as possible, if experiencing difficulty in paying the school fee account
- pay full term fees in the event of their children being absent for a term or longer
- pay full term fees in the event of children starting the term or leaving part way through the term
- provide the school with one term's notice if their children leave the school before the completion of Year 7 (Year 6 2022 onwards)
- pay one term's fees if one term's notice is not provided, however the Principal may waive the one term's notice in special circumstances if requested in writing.

Basis of Discretion:

- The Principal may vary these conditions where appropriate. This may be done in conjunction with the Parish Priest.

Support Documents:

- Finance Manual for Catholic Schools
- SACCS Fee Policy
- Mary MacKillop Memorial School Fee Brochure.

Financial Budget:

- Expense of engaging a Fees Collection agency
- Expense of engaging a Solicitor.

Resources:

- Copies of Policy available to parents.

Ratified by School Board on 16/09/2020

Review Date 2023