PARISH SCHOOL FEE COLLECTION POLICY

1. Parish Policy on School Fee Collection

It is the responsibility of each family, with child/ren enrolled in a parish school, to meet the school fee obligations.

The parish schools rely on school fee income to be able to provide the necessary resources and ancillary staff to effectively educate your child/ren and to meet the capital loan repayments for school building and maintenance.

For you, as parents who have chosen a Catholic education for your child/ren, this means a financial commitment and often, a monetary sacrifice.

The School Fee Policy is governed by the St Joseph’s Parish Schools Board and provides for the following:

1. The Parish Schools Board will send a notice to all families at the end of the year advising of the school fee for the following year, with a request that they nominate a method of payment in advance.
2. School Fees are billed over the first three terms by the Parish School Fees Manager. Invoices will be sent at the beginning of terms 1, 2 and 3, with a nominated date for payment.
3. Elective fees, school forum levies, and excursion fees will be invoiced by each school as appropriate.
4. Parents who may experience difficulty with the payment must contact the Parish School Fees Manager so that alternative arrangements can be put in place.
5. The parish schools maintain a sincere commitment to the Diocesan policy that “no Catholic child will be refused enrolment at a Parish School because of a genuine inability to pay fees in full”. But it is the responsibility of you, the parents, to meet with the Parish School Fees Manager so the circumstances can be determined.
6. If payment has not been made, and no alternative arrangement agreed with the Parish School Fees Manager, he will issue a reminder notice.
7. If the matter remains outstanding after a term has elapsed, the Parish School Fees Manager will send a letter requesting a meeting to discuss and seek a resolution to the matter.

8. Continued failure to respond to the Parish School Fees Manager's notices will result in the matter being referred to a Collection Agency.

9. If at the end of the year, the matter still has not been resolved, the Parish School Fees Manager will refer the matter to the Parish Schools Board which will result in a review of the student's re-enrolment for the following year.

2. Application for Fee Assistance

Parents anticipating difficulty with the payment of school fees must contact the Parish School Fees Manager so that alternative arrangements can be put in place (Clause 4 above).

Families claiming assistance with school fees will be required to complete an “Application for Fee Assistance Form”. The application is available for the current year only and will be considered by the Parish School Fees Manager, and a subsequent meeting arranged at which an agreement can be entered into.

3. Confidentiality

The name of families receiving assistance through fee relief remain confidential to the current administrators of the fee policy (Parish Priest, Parish Schools Board, Parish School Fees Manager, Parish Manager).

Each situation is different and must be considered on its merits. Assistance is readily and willingly made available to genuine families on the basis of the following general criteria:

- Family Income
- Number of dependants
- General support of the school and its activities
- Special Family Circumstances
- Past history with respect to school costs

Please do not hesitate to discuss the matter further (in complete confidence) with the Parish School Fees Manager if you have questions or concerns.