

# ST JOSEPH'S CATHOLIC SCHOOL PAYNEHAM

## 2025 FEE POLICY



## **INTRODUCTION**

At St Joseph's School Payneham, the education of children is a joint responsibility between the school and families whether parents, guardians or carers are involved.

School fees are an essential part of our income. All catholic schools receive Government Grants (Commonwealth and State) to cover the cost of teacher wages. The income from Tuition Fees pays for the operation of the school (i.e., electricity, cleaning, insurances, loan repayments, non-teaching salaries, CEO levies and charges, building maintenance, etc.). It is therefore critical that the school collects fees in a timely manner.

When enrolling your child/ren at St Joseph's School, Payneham you do so with the understanding that you are responsible for the payment of all school fees and charges associated with the education of your child/ren.

## **PURPOSE**

The purpose of the Fee Policy is to set out St Joseph's principles in relation to all activities associated with charging and payment of tuition and associated fees, granting remissions and providing financially disadvantaged families with necessary support.

The Finance Committee of the School Board has oversight of the collection of fees and will review outstanding fees on an ongoing basis. This Committee reports to the School Board the status of fee collection. Please note that all family details always remain confidential.

## **POLICY STATEMENT**

It is the policy of the South Australian Commission for Catholic Schools (SACCS) that a family's financial circumstances should not be a barrier to a student accessing a Catholic education. Where families do have the capacity to pay fees, then it is a matter of fairness that those who can afford to pay, do so in a timely manner.

## **FEES**

An application fee of \$50 for Preschool and \$50 for School is to be paid upon submission of the School Enrolment Form (this fee is non-refundable).

Enrolment Fee (deposit) of \$50 (Preschool) and \$100 (School) is to be paid upon acceptance of enrolment and completion of the Acceptance of Enrolment Offer form (this fee is also non-refundable). This fee is credited to the 1<sup>st</sup> Term's fee account.

On application for enrolment, parent/caregivers will be provided with the Schedule of Fees and the School's Fee Policy. Parent/caregivers make a commitment to pay school fees when they sign the Acceptance of Offer form.

Catholic Education South Australia (CESA) sets the School and Preschool fees. The Finance Committee reviews the fees, which is then approved by the School Board. Notification of Preschool and School fees will be given to parents/caregivers before the end of the school year.

Full year fees will be billed in Term 1 of each year and statements will be issued to all families.

Students commencing or leaving during the year will be charged a pro rata amount for school fees.

Any outstanding fees upon leaving the school need to be paid in full, otherwise it will lead to the Debt Collection process, unless a suitable direct debit payment plan is established.

## FAMILY/SIBLING DISCOUNTS

A discount is given to families with more than one child attending St Joseph's School, Payneham from Reception to Year 6 (not including the Preschool).

## EARLY PAYMENT DISCOUNT

A discount of \$100 per family for full fee-paying students will apply if account is paid in full by 1<sup>st</sup> March 2025 (does not apply to Preschool Fees).

## SCHOOL CARD REMISSION

St Joseph's School, Payneham will also support families eligible for School Card by providing a discount (Low Income Fee).

If you are a family on a low income, you are encouraged to apply for this remission under the School Card Scheme each year.

School Card can be applied for online <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme> or a form can be obtained from the School office.

## FINANCIAL HARDSHIP/REMISSION

If any parents/guardian/caregivers are experiencing genuine financial difficulty, it is their responsibility to complete a remission application and meet with the Finance Officer/Principal for consideration of alternative financial arrangements. Any such arrangements shall be formally communicated by the school, be subject to periodic review, and may have terms and conditions applied. Any requests for fee assistance are treated as confidential.

Families are granted a reduction of fees for the current year only; after which time re-application (for future years) needs to occur (if the financial circumstances have not improved).

## SPLITTING OF ACCOUNTS

Fee Accounts will not be split unless there is a Court Order specifying that the account is to be split (including how it is to be split).

## PAYMENT OF FEES

**All families are required to set up a formally documented payment plan each school year.**

The following payment options are:

1. Direct Debit from a nominated bank account, credit card or Centrelink payment – **this is the school's preferred payment option**
2. Cash or Credit card at front office
3. BPay – ensuring payments are finalised in line with the billing requirements
4. QKR – App.

## NON-PAYMENT OF FEES

St Joseph's School, Payneham recognises that there are different needs within our community. Financial hardship can occur through unforeseen circumstances. When faced with payment difficulties families are encouraged to negotiate promptly with the Finance Officer to avoid any misunderstanding and hardship in the collection of tuition fees.

The Principal/ Delegate may take appropriate action to ensure a parent/caregiver's fee obligations

are met, including, but not limited to, restricting a student's participation in major extra-curricular activities where a significant amount of school fees are outstanding.

### **DEBT COLLECTION**

All discussion/correspondence regarding debt management about outstanding fees will be based on the positive and respectful relationships between the school and families.

The Principal/Delegate may take appropriate actions to ensure a parent/caregiver's fee obligations are met, including, but not limited to, restricting a student's participation in extra-curricular activities where a significant amount of school fees are outstanding.

Debt Collection at St Joseph's School Payneham will be in line with the CESA Fee Procedures.

If a student leaves St Joseph's School Payneham and there are any outstanding school fees and charges, payments must continue according to the agreed payment arrangement between the school and family, until the fee is completely paid.

### **STUDENTS ON EXTENDED LEAVE FROM SCHOOL**

There is no fee reduction for students who are away from school due to holidays, etc. and have not terminated their contract with the school.

### **NOTICE OF WITHDRAWAL**

Families are required to give one (1) term's notice in writing to the Principal when withdrawing their child/ren from the school, as the Application for Enrolment and Acceptance of Offer are legal documents. You must also advise of the new school the student(s) will be attending.

Should this notice not be given, one (1) term's fee will be added to the final account, after any adjustments.

Created: October 2024

Reviewed: Annually

Principal: Simon Mechis

Ratified by School Board Chair: Ernie Icolaro