Mary MacKillop Memorial School

“This is what God asks of you only this
To act justly,
To love tenderly,
And walk humbly with your God”

Micah 6:8

School Fees Policy
MISSION STATEMENT

At Mary MacKillop Memorial School we, the parents, students and staff are committed to continuing the vision of our founders, Mary MacKillop and Julian Tenison Woods. We value and endeavour to provide an education of excellence and care in a family environment, being accessible to all while upholding the Catholic tradition based on the philosophy “In Omnibus Caritas” … In all things love and kindness.

1 Introduction

Mary Mackillop Memorial School is a Catholic school in the tradition of the Sisters of St. Joseph. As with all Catholic Schools, Mary Mackillop Memorial School receives some Australian and State Government funding. However, the school is dependent upon income from school fees for the provision of educational facilities and resources, payment of day to day operational costs and capital works.

2 Rationale

2.1 The School Board has the responsibility of administering the school budget. In order to balance the budget, the Board will take special cognisance of the areas over which it has direct control, particularly school fees.

2.2 The Board has determined at present that school fees shall be an annual fee payable in four instalments (one in each term),

2.3 The Board should be aware that some families in our community find the payment of full school fees a heavy burden. As a Catholic community we have an obligation to support those of our members who are less fortunate. The Board acknowledges that significant income from fees is necessary to run the school effectively and that it has an obligation to ensure those who are able to pay do so.

2.4 The Board also recognises the importance of family unity and the significance of the increased pressure in paying fees where more than one child attends this school from the same family.

2.5 Decisions regarding fee remissions will be made in a sensitive, compassionate, fair and just manner by the School Principal who will keep the Board informed of the amount but not names of those who require assistance.

2.6 Parents/caregivers and the Board are reminded that no Parish child shall be denied a Catholic education at Mary Mackillop Memorial School because of a demonstrated inability to pay full fees.

As a consequence of the above, the Board has developed the following guidelines and procedures:

3 FEES

3.1 Tuition Fee

3.1.1 Tuition fees are payable to support the operational costs of the school not met by the Australian and State Government funding received by the school.
3.1.2 Tuition fees are invoiced to families at the commencement of school Term, and are expected to be fully paid by Week 4 of each Term, unless alternative arrangements are made.

3.1.3 For students commencing during the school year, a pro rata fee is determined and payment due dates adjusted accordingly.

3.2 Composite Fee

3.2.1 The composite fee is payable for all consumable requisites for students during the school year. These include allocations for items such as:

- Religious Education
- English (maintaining appropriate reading materials).
- Maths equipment.
- Information communications technology (ICT).
- Science.
- Classroom learning aids.
- Computing consumables (printing, ink cartridges, paper and internet download).
- Photocopying.
- Art & Craft.
- Excursions/activities (all activities, performances or costs associated with excursions).
- First aid and Ambulance levy.
- Sports equipment and swimming lessons in Term 1
- Performances

3.2.2 Camp and excursion costs will be additional charges for children involved in these activities.

3.2.3 Composite fees are billed in Term 4 of the prior year, with payment expected by the end of week 5 of Term 1 of the new school year.

3.2.4 For students commencing after the beginning of the school year, with the exception of the ICT component, a pro rata fee is determined and payment will be expected within 2 weeks of commencement.

3.3 Resources Fee

3.3.1 Stationery and books are distributed in a book pack in December of the previous school year and provide the standard requirements for students throughout the year.

3.3.2 For students commencing during the school year, a pro rata cost is determined and arrangements for collection and payment will be advised.

4. Fee remission

4.1 Where families are suffering financial hardship, they are encouraged to apply in writing for assistance for a warranted reduction of tuition fees. Any applications for tuition fee assistance are treated as confidential.

4.2 The State Government offers assistance for families via the School Card Assistance Scheme. Families on low incomes are encouraged apply for government assistance under the School Card Scheme. It is important that parents/caregivers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department of Education and Children Services) that apply each
term, and need to be complied with in order to receive the funds for each eligible child.

4.3 Upon receipt of the completed application form, the Principal shall acknowledge its receipt and in consultation with the School Finance Committee, a sub committee of the Mary MacKillop Memorial School Board, make decisions about a partial reduction in fees.

4.4 The Principal, in discussion with the School Finance Committee shall be responsible for the confidential decisions regarding fee remissions.

4.5 The School Finance Committee shall sensitively assess the ability to pay and ensure that no family suffers undue hardship because school fees have been imposed.

4.6 Any fees remission is set by the Principal on an annual basis.

4.7 The Board shall make known via its school fee schedule formulated each October with a draft Budget prepared for the following November Annual Community Meeting that families can make application for fee remission and must make application at the commencement of each school year, irrespective of whether fee remissions have been granted in previous years.

4.8 The criteria for fee remission shall be reviewed from time to time.

4.9 The applicant shall be advised of the extent which fees shall be reduced, and be recorded on the fees account.

4.10 If the applicant disagrees with the decision made by the Principal, the applicant can write a formal letter to Board requesting a review of the decision. The Board will then make the decision on any fees reduction.

4.11 The Board will be informed of the numbers and the amount of fee remissions granted. No information identifying the applicant for fee remission shall be given to the Board in the interest of confidentiality.

4.12 Fee remission records should be maintained by the School Finance Office for the current year and the previous years.

4.13 Non payment of reduced fees becomes "overdue account".

4.14 It would be seen as the family's responsibility to make good all or part of any reductions if their financial position improves markedly.

5 FEE COLLECTION TIMELINES

5.1 Resource/Composite Fee: Composite Fees will be invoiced in Week 7 of Term 4 for the following year and are due for payment by the end of Week 5 of Term 1.

5.2 Tuition Fees - payment timelines: Week 4 of Terms 1, 2, 3 and 4 by Week 6 of Term 4 full payment of the years fees are due.

5.3 Compulsory Levies: These levies will be billed on the School Fees Account and are for the meeting of System levies and the running of school infrastructure.

6. Invoicing and Overdue Accounts Procedures

6.1 All school fee accounts are due and payable within 30 days of receipt of the account with the understanding that parents are aware that school accounts are issued during the 1st week of Terms 1, 2, 3 and 4 each year. Families must provide a street/home address (not just P.O. Box).

6.2 Where an application for fee remission has not been approved the Principal is responsible to ensure that those who are able to pay school fees do so.
6.3 Invoicing and collection procedures will be as follows:

6.3.1 Invoice generated and posted 1st week of term including details of any amounts owing from previous year(s)
- due in 30 calendar days
- final due date clearly marked/stamped
- due date for each term fees printed in school newsletter

6.3.2 Accounts rendered posted immediately after the due date

![ACCOUNT OVER DUE
Please send a cheque URGENTLY]

6.3.3 If not paid within 2 weeks - letter on school letterhead from School Principal to accompany account with Final Notice stamp.
- stamp indicating now overdue
  FINAL NOTICE
- follow-up phone call from Principal, within 2 days of posting of letter

6.3.4 If no response in 7 days
- action initiated through a debt collection agency, to be appointed by the Finance Committee.
- DCA send a letter of demand (no cost to us if the debtor responds) giving 14 days to pay DCA or school
- If no response in 14 days, final notice sent by MCS who keep 20% of collected funds
- If no response then notice to debtor of intention to refer to solicitors who initiate court action,

6.3.5 These procedures may not be relevant where families are paying fees by direct debit or regular instalments at an agreed amount to meet the debt. (Payment of past debt as well as current year fees)

6.3.6 Payments of annual fees (and any overdue previous years' fees) are to be completed by 31st November of each year, unless a direct debit over the 52 weeks has been arranged. (The expectation is that accounts using direct debit over 52 will be finalised by December 31st each year.)

7. **Family Fee Remission**

7.1 The School Board acknowledges the additional school fee burden on families where a number of children attend the school from the same family.

7.2 The School Board offers families a fee reduction on a sliding scale where more than one child from the same family attends Mary MacKillop Memorial School. The School Board has determined the reduction to be 5% for the 2nd sibling, 10% for the 3rd sibling and for the 4th or subsequent sibling a minimal fee will be levied (to cover technology costs). The percentage will be reviewed in 2012.
8. **Enrolment Vacancies and School Fees**

8.1 The School Board of Mary MacKillop Memorial School sets an annual fee payable in four (4) instalments (1 in each term).

8.2 It is expected that the school may eventually have an enrolment demand that is not able to be supported by the facilities available, consequently a waiting list may exist.

8.3 Families, who leave the school for a specific period (e.g. an overseas holiday, short term illness, etc.) and wish to seek continuity of enrolment, are responsible for the payment of appropriate fees applicable to the period for which they will be away.

8.4 Should the school not be informed or families not be prepared to maintain the vacancy through payment of fees, the enrolment vacancy may be filled through the waiting list procedure. If an enrolment is then sought by the returning parents, these enquiries will be deemed for purposes of this policy, to be enquiries from a family who are new to the school.

8.5 Students who attend school on a part time basis (e.g. Special Education Students) will pay a minimum school fee comprising of half the tuition fee, and the full resource fee as set for the year.

8.6 Students who attend school for part of a term will be charged a full terms fees.

9 **School Fees Policy to be reviewed annually.**

School Fees policy is to be reviewed annually and fees for the following year set in October with a draft budget, so invoicing can begin in Week 1 of Term 1 in the new school year.

**Policy 2004**

**Reviewed** 2007 & 2008

**Ratified by Mary MacKillop Memorial School Board on 22nd July 2008**

**Implementation** July 2008

**Policy Review Date** Annual