

ST JOSEPH'S PRESCHOOL



ST JOSEPH'S CATHOLIC SCHOOL
WEST HINDMARSH

POLICY DOCUMENT

PRESCHOOL FEE POLICY

1. Vision

St Joseph's Preschool is connected to the St Joseph's School Community and is a *faith community, inspired by love – empowered through learning – to make a difference*. Our School motto, "In all things love", inspires us as we continue to support families in the tradition of the Josephite sisters. St Joseph's Preschool, in partnership with parents, provides a Christian environment where people are educated to take their place in the Catholic Church and society.

2. Introduction

The education of students is a joint responsibility between the Preschool and parents of St Joseph's Preschool, West Hindmarsh. Tuition fees are an essential part of the school's income. St Joseph's Preschool receives State Government funding to cover the cost of teachers' salaries. St Joseph's Preschool fees supplement the running costs of the Preschool including capital development, non-teaching salaries, curriculum resources, professional learning, utilities and other charges incurred to ensure a high quality service.

Parents, in part, fulfil their responsibility through the payment of tuition fees and other costs associated with their child's education.

3. Our Mission

The mission of St Joseph's Preschool community is to work in partnership to educate young people in the Church and our changing world.

St Joseph's School Board is guided by the following principles:

- Catholic education should be available to every child
- Annual school fees are a main source of income available to meet the school's operating costs each year
- All families need to contribute to the financial viability of the school
- Fees are set at a level to maintain quality education for all students whilst having consideration for the financial capacity of the community.
- Tuition fees are reviewed each year.

4. Purpose

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

5. Scope

The Tuition Fee Policy applies to the charging and payment of tuition and associated fees and granting of remissions and discounts on behalf of the Preschool.

6. Risk Management

- 6.1 The School will ensure that appropriate practices and procedures of internal control and risk management are in place for its fee remission activities including risk identification, assessment and implementation of controls
- 6.2 The Principal will be responsible for ensuring appropriate practices and procedures for internal controls and risk management are adhered to

7. Principles

7.1 Professional Integrity, Accountability and Probity

- 7.1.1 School personnel engaged in charging of fees or granting remission or discounts will at all times undertake their duties fully within the ethos and the mission of St Joseph's Catholic School and its policies.
- 7.1.2 School personnel engaged in charging of fees or granting remission or discounts will at all times undertake their duties in an ethical manner, act responsibly and exercise sound judgement.
- 7.1.3 All processes relating to Preschool tuition fees will be open, fair, and transparent.
- 7.1.4 School personnel will not use or disclose information that confers unfair disadvantage or financial benefit or detriment on a parent.
- 7.1.5 When undertaking charging fees or providing remissions or discounts, school personnel will not engage in any private business or professional activity that would create conflict between personal interest and the interest of the School.

7.2 Delegated Authority

- 7.2.1 The Principal and School Bursar will process all applications for Fee Remission in a confidential and private manner.

8. School Fees

8.1 Tuition Fees

Tuition fees support the operational costs of the Preschool not met by the Australian and State Government funding received by the Preschool.

- 8.1.1 Tuition Fees are reviewed each year and adjusted at the discretion of the School Board
- 8.1.2 Tuition fees will be charged on term basis. Payments are required by the due dates as notified in communications.
- 8.1.3 Students starting at later dates during the year will have their fees applied at a rate determined by the length of stay
- 8.1.4 Students who take leave during the year will not receive a discount or credit for time not at school
- 8.1.5 Families who are leaving the school must give 1 term's notice, failure to do so will incur a term fees penalty.

9. Payment Options

St Joseph's Catholic School requires families to enter into payment plans that ensure school fees are fully paid by the completion of each school year.

- 10.1 Current Plans available are:

- 10.1.1 Fortnightly**
- 10.1.2 Monthly**
- 10.1.3 Weekly**
- 10.1.4 Quarterly**

- 10.1.5 Any variation to the above needs to be communicated to the School Bursar for approval.
- 10.2 St Joseph's offers the following payment options:
 - 10.2.1 Direct Debit System – Direct payment via savings a/c
 - 10.2.2 Credit Card System – Direct payment via credit cards
 - 10.2.3 EFTPOS – Either savings accounts and credit cards
 - 10.2.4 B-Pay – payment details are listed on family statements
 - 10.2.6 Cash over the counter
- 10.3 Payment times at school are as follows: (unless special arrangements have been made)
 - 10.3.1 Monday – Friday 8.30 am – 3.30 pm

10. REFUNDS

Can be provided by EFT, should an overpayment occur.

11. Outstanding Debtors

- 13.1 The school recognises that there are different needs within our community. Financial hardship can occur through unforeseen circumstances. When faced with payment difficulties, parents are encouraged to negotiate early with the Principal or School Bursar to avoid misunderstanding and hardship in the collection of tuition fees.
- 13.2 Parents will be encouraged to meet all fee requirements within pre-determined deadlines
- 13.3 Invoices will be issued in the first week of each term. Followed by a statement after 30 days, if not paid.**
- 13.4 Where the payment of tuition fees is not made the following will apply dependent upon being a current or leaving family
- 13.5 Current School Family**
 - 13.5.1 Following the non-payment by a family by the required deadline, a statement and reminder text/phone call with a 14-day deadline
 - 13.5.2 Further non-payment will enact the following Debt Collection Process:

Letter 1	Following the non-payment after 6.2.1. Contact will be made via letter requesting a payment plan to be arranged.
Letter 2	Follow up letter requesting urgent payment of school fees. This will have a 7-day time limit after the agreed starting date.
Letter 3	Final letter of demand requesting payment within 14 days or debt will be passed to a debt collection agency.
Debt Collector	Account passed onto Debt Collection, where all costs associated are paid by the parents.



Chairperson

Dated: 3rd April 2019

Richard Ellerman



Principal

Dated: 3rd April 2019

Maria D'Aloia