RATIONALE
The School Board follows the policy set out in the Catholic Education Manual, as directed by the Catholic Education Office.

The Board accepts that the collection of school fees from parents is a necessary contribution to the costs of delivering a Catholic Education.

Accounts and levies are to be paid in full by the end of the billing term or by a 'special' arrangement that has been mutually agreed between Parent/Guardian and the School.

AIMS
As a result of this policy and the enrolment policy the school community will be aware that:
1. there is a need to contribute financially, by way of fees, to the education of our children
2. that there is an expectation that fees will be paid on time and that a procedure for the collection fees exists

IMPLEMENTATION

Collection of fees timeline:
a) Statement of fees owing be sent to families via students at the school. These are due to be paid by Week 8 in Term 1, Week 5 in Terms 2 and 3.
b) After a further 4 weeks a reminder account is to be sent to families. This will give people 7 days to pay their account or make other arrangements for payment via the principal and financial officer.
c) If there is no response after 7 days the school fees collection committee will meet to discuss further action i.e. Phone call or pass on to a debt collector or writing off of the debt, concessions
The Parish Priest can be consulted if the committee feels there is a family history that could be relevant to the committee’s decision
d) Any debts outstanding of students who have left the school will receive a 7 day notice letter in Term 1. If no satisfactory arrangements are made their accounts will be placed in the hands of the debt collector.

Special notes:
i) Any special arrangements re. Payment must be noted on the Maze system.
ii) A school fees collection committee shall be formed as a sub committee of the board consisting of Principal, Financial Officer and 1 other Board member. The board member shall be nominated at the beginning of each school year.
iii) This policy should be reviewed annual.