



SCHOOL FEES: SETTING AND COLLECTION STATEMENT

Sources of Authority	
CECWA Policy	Community and Stewardship
Executive Directive	School Fees and Debt and Cash Managemet

Rationale

The Catholic Education Commission of Western Australia (CECWA) has a responsibility to make a Catholic education available to all Catholic students whose parents/guardians seek a Catholic education for them, while embodying the Church's preferential option for the poor and disadvantaged (Mandate, 50), insofar as this is possible.

Nagle Catholic College is aware that it is essential to minimise potential barriers for parents/guardians such as fees and other costs (Mandate, 7), and to keep costs to parents/guardians as low as possible (Mandate 38). The College will try to avoid material ambitions that might lead to higher fees and force them into giving counter-witness (Mandate, 22).

The College has a responsibility to communicate the financial constraints under which they operate to parents/guardians enrolling their children in Catholic schools.

Parents/guardians are required to make a commitment to support Catholic education financially by paying fees as a necessary contribution to the costs of delivering a Catholic education.

Fee Communication

- School fees must be announced to the school community before the end of the previous school year
- Fees and all discounts, including CECWA's Health Care Card Discount Scheme, must be clearly advertised and easily accessible
- The Principal must update the school community with any changes to school fees to reflect:
 - any changes arising from changes to CECWA's School Fees Executive Directive;
 - any legislative changes, and;
 - any community socio-economic considerations
- On the application for admission, parents/guardians will be provided with the College's fee schedule
- Acknowledgment of the fee collection process shall be on the Application for Enrolment form which shall be signed by parents/guardians. In the case of a sole custodial parent/guardian, one signature will suffice
- A full statement of fees payable for the year must be provided to parents/guardians at the start of the school year and periodic statements (e.g. per term) should follow
- The College no longer offers split fee billing. Full annual fees are invoiced on one account and the statement is sent to your nominated postal or email address. Each parent/guardian enters into a relationship with the College and agrees to pay the full fees at the time of student enrolment.



Fee Setting

- CECWA will determine the maximum total school fee increase and communicate this to the College on an annual basis
- Increases to total school fees shall not exceed the maximum increase set by CECWA
- If the College wishes to exceed the maximum increase in school fees, it must obtain the prior written approval of the Executive Director of Catholic Education
- Application fees shall not exceed the greater of \$55.00 or 1% of the school annual tuition fee. Application fees are non-refundable
- Enrolment deposits shall not exceed 25% of the annual tuition fee and shall be refunded off the parent/guardian's account in the first semester of the year of enrolment. Enrolment deposits for students who do not commence at the school are generally not refundable but can be refunded at the discretion of the Principal
- Annual school fees must be endorsed by the School Advisory Council during the budget process annually
- Please note, tuition fees are charged as an annual fee for the duration of the students' academic year. The length of the academic year can vary, based upon the year level the student is currently studying. For example, a Year 12 student would typically finish their school year at the end of Term 3. No discount can be provided, based upon the length of the academic year for a student. This includes students participating in Career based programs.

Fee Discounts

- The following school fee discounts and concessions may be offered by the College:
 - Family discount for siblings
 - Multiple school family discount for siblings
 - Health Care Card Tuition Fee discount
 - Special concessions and other discounts
- The Principal may, from time to time, request financial information from parents/guardians to support applications for fee concessions or any other concessions
- Families with limited capacity to pay fees have the ability to request a fee concession. Requests for fee concessions shall be treated with dignity, fairness and compassion

Family Discount for Siblings

- Families with siblings enrolled at the College are entitled to a family discount as determined by the Principal
- CECWA recommends the following family discounts:
 - Second child enrolled – 20% of that child's tuition fees
 - Third child enrolled – 40% of that child's tuition fees
 - Fourth child enrolled and beyond – 100% of that child's tuition fees
- Parents/Guardians who receive the Health Care Card Tuition Fee discount are eligible for family discounts for siblings

Multiple School Family Discount for Siblings

- The Catholic Education Kindergarten to Year 12 Sibling discount is available to families who have children attending a Catholic primary school in Geraldton AND Nagle Catholic College. Please refer to our website for further information



Health Care Card Tuition Fee Discount

- The Health Care Card Discount Scheme provides an automatic fee concession for the holders of eligible means tested family concession cards. This discount applies across all year levels
- The total discounted school fees for holders of eligible means tested family concession cards are set as follows:
 - Secondary (Years 7 to 12) – \$1,500 per student
- These school fees shall be annually reviewed by the CECWA, based on changes to the eligibility income thresholds, and shall be communicated to the College during the budget process each year
- Family building levies shall be charged at the corresponding percentage of the Health Care Card school fee for the eldest sibling as follows:
 - Secondary (Years 7 to 12) – 20% of the HCC fee – \$300 per family
- The Principal may add additional charges for holders of eligible means tested family concession cards. These may be levied on a user-pays basis and could include charges associated with VET courses, camps, music lessons and other activities where there are direct and additional costs associated with such activities
- The Principal is encouraged to keep these costs to a minimum and assist those families who encounter difficulties in meeting these additional charges
- Full details of the Health Care Card Discount Scheme are available in the Health Care Card Tuition Fee Discount Scheme - Supporting Guidelines

Special Concessions and Other Discounts

- The Principal may receive requests for special fee concessions and discounts from parents/guardians due to a variety of circumstances
- The Principal may determine an appropriate fee concession after considering the parent/guardian's financial capacity to pay, the College's financial position and the approved budget for special fee concessions

Fee Collection

- Under no circumstances can a child enrolled at the College be refused ongoing enrolment because their parents/guardians have not paid fees
- The Principal must ensure the College's process for fee collection is consistent with the process in CECWA's School Fees Executive Directive
- Parents/Guardians are given a choice of payment options in which to pay their school fees account:
 - Option 1 Payment in full -see below to receive 5% discount on tuition fees
 - Option 2 Quarterly
 - Option 3 Termly
 - Option 4 Monthly*
 - Option 5 Fortnightly*
 - Option 6 Weekly*
- *Monthly, fortnightly, and weekly payment plans must be paid by direct debit or credit card online arrangement.
- Parents/Guardians who need to make other payment arrangements are welcome to contact the School Fees Officer to discuss alternatives
- The College makes every effort to accommodate those whose family circumstances make the payment of fees difficult. Parents/Guardians are invited to discuss the situation with the Principal
- BPAY, EFTPOS and credit card payments are accepted



- The procedure for fee collection occurs in the following stages:
 - Stage One: Issuing of accounts
 - This usually occurs by the end of Week 2, Term 1
 - Early payment discounts are applied to families who have paid in FULL by the date set by the College as shown on the annual statement
 - Stage Two: One month overdue
 - Reminder statements are sent, to pay or enter into a payment option arrangement
 - Stage Three: Two months overdue
 - Families who failed to respond to the previous reminder are contacted by phone or email
 - Stage Four: Three months overdue
 - Statements are again sent, together with a final letter informing parents/guardians of the need to take action to either pay in FULL or enter a payment option arrangement to avoid being sent to the debt collection agency
 - Stage Five: Four months overdue – Letter of demand
 - Any family who does not respond is sent a letter of demand
- After the above stages, the following actions should be taken when collecting overdue fees:
 - A written communication must be sent to the parents/guardians, bringing to their attention the overdue balance
 - Should there be no response within 14 days, the College should contact the parents/guardians by phone to discuss the overdue fees and payment options
 - If an arrangement to discuss the overdue fees cannot be made, or no action results after another 14 days, a formal registered letter from the Principal should be sent to remind parents/guardians of their financial obligations. This letter should include an invitation to discuss the matter with the College and a specified timeframe for a response
 - Should there be no response or action within 14 days of the letter, the Principal must send a formal registered letter with a final notice. The letter should seek payment and outline the possible outcomes if payment is not received within the specified timeframe. This could include legal action
 - Should there be no response or action within 14 days of the letter, the Principal may engage the services of a debt collection agency or a solicitor to recover overdue fees and any additional costs
 - If the debt collection agent is not successful in contacting the parents/guardians or in establishing a debt repayment plan, the Principal may consider initiating court proceedings through a General Procedure Claim to obtain judgement. Before this is done, the Principal shall inform in writing the Executive Director of CEWA
 - Before any enforcement proceedings are taken, the Principal must obtain written approval from the Executive Director of CEWA
- The recovery of overdue fees must be approached pastorally and sensitively, particularly if this involves legal action
- The College must keep comprehensive documentation of each attempt to resolve the problems of overdue fees

Authorised By:	Principal		
Effective Date:	2022	Next Review:	2023