



MARY'S MOUNT PRIMARY SCHOOL SCHOOL FEE POLICY

Original 2002
Reviewed 2020
Due for Review 2022

OUR COMMITMENT

CHRIST: We live, teach and learn through Christ by following the Gospel message of love, vigilance in prayer and devoted sacramental celebration.

WISDOM: We strive to develop a community that yearns for knowledge, truth, excellence and justice, thus empowering all for life long growth.

COMMUNITY: We engage with all in trust where each person is valued as a contributing member of an all-embracing, inclusive, Christian based community.

TRADITION: We remember those who have come before us, especially the Sisters of St Joseph of the Apparition and celebrate the vision of our founders while following their path of Faith through St Emilie and St Joseph.

RESPONSIBILITY: We are all accountable for the education and well-being of our students so that they flourish spiritually, physically, intellectually and socially both now and in the future.

"The school must be a community whose values are communicated through the interpersonal and sincere relationships of its members and through both individual and corporate adherence to the outlook on life that permeates the school."

(The Catholic School)

RATIONALE

Catholic education is to be made available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's special preference for the poor and disadvantaged. Schools have a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children in Catholic schools. Parents are asked to make a commitment to support Catholic education financially by paying fees.

The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

DEFINITION

For the purpose of this policy School Fees shall be considered to be tuition fees, levies and other charges (eg excursions, camp fees, amenities, etc.).

PRINCIPLES

1. CEWA shall ensure the financial viability of group funded schools.
2. The Mary's Mount Primary School (MMPS) fee structure is directly related to the socio-economic status of the school community.
3. The MMPS School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
4. The collection of school fees shall be approached in the spirit of Christian charity and justice. The School Board shall actively pursue the collection of school fees where parents have the capacity to pay fees.
5. At MMPS, charity requires that requests for fee concessions be treated with dignity, compassion and confidentiality. Each of these requests is directed to the Principal. Where possible a mutually agreed arrangement will be made.
6. The inability to pay school fees is not a reason for the non-enrolment or exclusion of any child from Mary's Mount Primary School.
7. At MMPS, confidentiality of all information pertaining to parents and the payment of school fees is paramount.

PROCEDURES

1. Annual fees and charges including maximum increases shall be set by the Mary's Mount Primary School Board in accordance with CEWA advice provided during the budget process each year.
2. In the event that MMPS wishes to exceed the maximum recommended increase in school fees, it must first obtain the approval of the Director of Catholic Education.
3. On application at MMPS for enrolment, parents will be provided with the school's Fee Schedule. The current annual Fee Schedule can be obtained from the school's website.
4. *At MMPS, a discount on Tuition Fees applies for students attending where siblings are also in attendance.*

*1st child Full Tuition Fee
2nd child 20% discount
3rd child 40% discount
4th child 100% discount*

Sibling discounts apply to Kindergarten students.

5. A Health Care Card (HCC) Tuition Fee Discount is available and provides a discount on school fees for holders of means-tested family Health Care Card or a means-tested Pensioner Concession Card.
6. At Mary's Mount Primary School, fee collection takes into account:
 1. Communication of the policy to parents;

The documentation of the policy is made available to all parents when they request to see it. Aspects of the policy are outlined in the Parent Information Handbook.
 2. A timeline for the payment of accounts;

Fees are sent to parents at the beginning of the school year and include information on selecting a payment schedule.

In Week 4 of the term a reminder statement is sent out to parents who are not up-to-date with the payment of their School Fees. This is signed by the Administration Officer.

In Week 7 on the term a letter is sent, signed by the Principal, requesting that all outstanding fees be paid in 7 days or an appointment made to discuss the matter.

In week 10 a personal letter is sent to each parent who has not paid fees by the Principal explaining that matters would be handed over to a debt collector should no contact be made in relation to the matter.

The Principal has the discretion to altar the timeline for the payment of accounts in consultation with parents.
 3. A process for negotiating the method of payment and the provision of concessions and remissions if required;

Parents are made aware via the newsletter explaining that any financial issue needs to be discussed with the Principal. In relation to fees this is included in each letter. Once contact has been made by the parent a meeting is set up with the Principal and parent. A special arrangement is made in order to cater for the financial needs of the parents and the school.
 4. A recognition of the Church's preferential option for the poor and disadvantaged;

No child is excluded from any school function on the terms of financial problems. This is kept confidential at all times.
7. At Mary's Mount Primary School, when parents have ignored all reasonable attempts to negotiate a fee repayment strategy and further action is required:
 - documentation shall be kept on each attempt to resolve the problems of outstanding fees;
 - parents are notified that the services of a debt collection agency or solicitor will be engaged to recover outstanding fees;

- a summons can be issued by the appropriate school authority and judgement entered against the parent; however, before enforcement proceedings are taken, such as a Warrant of Execution, Order of Commitment, Garnishee Order, Judgement Summons etc., approval must be obtained from the Director of Catholic Education (diocesan-accountable schools) or the Congregational Leader (order-accountable schools).
8. Parents are obliged to give a term's notice in writing of their intention to remove their child from the school. Failure to do so will result in a full term's fees being charged.
 9. A non-refundable application fee is payable when an enrolment application is submitted with the school.

10. Review History

Year of Review:	Reviewed By:	Amendments/Review
2020	Administration	Reviewed & Reformatted

11. Next Review

Year	Committee Responsible
2022	Administration