

Collection of Outstanding Fees Procedure



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)

Sources of Authority	
CECWA Policy	Community
Executive Directives	School Fees

COLLECTION OF OUTSTANDING FEES

Under no circumstances can a child enrolled in a school be refused on-going enrolment because their parents have not paid fees.

Families are provided multiple payment options at the beginning of the school year including the timing of payments over the calendar year and the option to pay school fees via direct debit, credit card, cash or BPay.

Mary's Mount Primary School will keep comprehensive documentation of each attempt to resolve the problems of overdue fees.

Parents are made aware via the school 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.

Families experiencing financial difficulty are encouraged to communicate with the Finance Officer and the Principal as soon as possible.

The Principal and the Finance Officer assess the status of families' accounts at the beginning of each term.

Discount requests are reviewed periodically and approved by the Principal.

Statements are emailed home at the beginning of Term 2, Term 3 and Term 4 to all families with an outstanding balance for their reference.


By the end of Term 1, if fees are not forthcoming, an appointment is requested with the Finance Officer and the Principal. During the meeting with the parents, an offer of a payment plan may be suggested by the Principal and a repayment plan agreed upon.

The Principal has the discretion to alter the timeline for the payment of fees in consultation with parents.

The following actions will be taken when collecting overdue fees:

1. A written communication will be sent to the parents, bringing to their attention the overdue balance.
2. Should there be no response within 14 days, the school will contact the parent/s by phone to discuss the overdue fees and payment options.
3. 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 will be sent to remind parents of their financial obligations. This letter should include an invitation to discuss the matter with the school and a specified timeframe for a response.
4. 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.
5. 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.
6. If the debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, the Principal may consider initiating court proceedings through a General Procedure Claim to obtain judgement. Refer to How to Commence a General Procedure Claim. Before this is done, the Principal shall inform in writing the Executive Director of CEWA.
7. Before any enforcement proceedings are taken, the Principal must obtain written approval from the Executive Director of CEWA.

At the end of the school year, any fees outstanding can be rolled over to the following year upon approval by the Principal. Contact with the family continues into the new year.

Authorised By:	Emma Bell	Signature:	
Effective Date:	1 October 2021		
Version Date:	1 April 2022	Next Review:	1 April 2024

Version	Date	Author	Rationale
1.0	1 October 2021	Emma Bell	Issued
2.0	1 April 2022	Emma Bell	Revised