



## FEE COLLECTION POLICY

### REVIEW HISTORY

Originally Written:	Reviewed by:		Revised:	Next Review:
2016	College Staff			2017

### RATIONALE

St John Bosco College supports The Catholic Education Commission of Western Australia (CECWA) in its responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged. St John Bosco College has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children at the College. Parents are asked to make a commitment to support the College's education program financially by paying fees.

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

### PRINCIPLES

1. All Colleges shall have a direct relationship between College fees and the socio-economic status of the College community.
2. The College Board has the responsibility for the financial management of the St John Bosco College and, consequently, is responsible for the collection of College fees.
3. The College Board shall actively pursue the collection of College fees where parents have the capacity to pay fees.
4. The inability to pay College fees shall never be the reason for the non-enrolment or exclusion of any child from St John Bosco College.
5. The withholding of services to students will not be used as a fee collection strategy.
6. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of College fees.
7. Families with limited financial resources and means tested family concession cardholders e.g. (Health Care Card) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
8. Where parents and/or guardian have the capacity to pay fees, the collection of College fees shall be actively pursued.

## PROCEDURES

1. Annual fees and charges including maximum increases shall be set by the College Board in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment, parents will be provided with the College's fee policy. This includes details of any additional charges and information relating to the College's fee concession policy. (Any clarification needed by the parents about the College's fee policy can be given at the enrolment interview).
3. The College Board shall determine the level of sibling discounts.

The following discount levels apply:

1st child 0%

2nd child 20%

3rd child 40%

4th child & beyond 100%

4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. The CECWA decision regarding automatic tuition fees discounts for the holders of eligible means tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools by Catholic Education WA during the budget process each year.
6. College fees comprise the following:
  - a) Building Levy: The Building Levy is charged on a per family basis. Income from the Building Levy is used for capital items, e.g., repayments on loans for buildings as determined by Catholic Education WA.
  - b) P & F Levy: This levy is collected by the Friends of St John Bosco via the College fee account. Funds from this levy will enhance student resources and pay the annual PFFWA subscription.
  - c) Amenities Fee: The Amenities Fee is charged per child. The money is used in the following way: to purchase a wide range of textbooks, stationery, art and craft materials and other sundry items consumed by the children during the course of the year.
  - d) ICT Levy: The ICT Levy is charged per child. This contributes to the ICT infrastructure of the College and specialised hardware in the College as well as costs for insurance for the individual College devices.
  - e) Student Insurance: Insurance Levy is charged per child. This covers children for the duration of the College day with CCI insurance. This fee is not refundable if a child leaves during the year.
  - f) Application for Enrolment Fee: A \$35 (GST inc) Application Fee is charged to ensure places sought are bonafide. If the place available is not accepted the Fee is not refundable.
  - g) Acceptance of Enrolment Fee: An amount of \$200 is charged per child when an offer of enrolment is made. This \$200 is deducted from College fees in the year of enrolment. Where circumstances beyond the control of parents, result in an acceptance of enrolment not being fulfilled the principal shall give consideration to a refund of the Acceptance of Enrolment fee.
7. Terms of Payment: College Fees are payable within 14 days from receipt of a statement. If this option is not exercised, then the College fees are payable over three instalments. If these arrangements cannot be met, the family can negotiate other options for payment with the Finance Officer.

8. Payments Options: Fees may be paid in cash, cheque, Direct Debit, B-Pay or EFTPOS. Forms for Direct Debit can be obtained from the Administration.
9. Collection of Outstanding Fees: St John Bosco College shall ensure that, prior to legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. The following procedures to negotiate a fee repayment strategy will be as follows:
  - a) Should the parent/guardian ignore the request for payment of College fees and charges a phone call is made to anyone with non-payment activity of fees. Dependent on the outcome of the conversation, this may be followed up with an Outstanding Account Letter or a meeting with the Principal.
  - b) Should the parent/guardian fail to respond to all reasonable efforts to resolve the outstanding fees another letter will be sent advising that the matter will be handed to a debt collection agency or solicitor for recovery action, and any additional costs will be added to the account in accordance with the policy.
10. Reimbursement of fees: In the event of a family withdrawing a child from the College mid-term, there will be no reimbursement of fees paid in advance for that term. Reimbursement will be made for any remaining full terms. Fees paid on an annual basis will be reimbursed for any remaining full terms. Individual cases will be treated on their own merits and the Principal's decision will be final.
11. Mid-term enrolment: A family enrolling a child mid-term will be charged for the number of weeks remaining in that term.
12. Enrolment: No family will ever be refused a place at the College because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.



## FEE SCHEDULE 2016

### THREE YEAR OLD EDUCATION PROGRAM

\$ 650 per student per term (When a student misses a day for sickness or other reason there is no refund.)

### KINDERGARTEN

	PER STUDENT CHARGES					FAMILY CHARGES		TOTAL FEES & CHARGES
	TUITION FEE*	AMENITIES FEE	EXCURSION/ INCURSION	ICT LEVY	INSURANCE	BUILDING LEVY	P&F LEVY	
1 Child	\$ 930	\$100	\$50	\$100	\$20	\$186	\$40	\$1,426
2 Children	\$1,674	\$200	\$100	\$200	\$40	\$186	\$40	\$2,440

❖ Tuition fees for siblings of current school students are discounted at the following rates: second child 20%; third child 40%; fourth child 100%.

### PRE-PRIMARY – YEAR THREE

	PER STUDENT CHARGES					FAMILY CHARGES		TOTAL FEES & CHARGES
	TUITION FEE*	AMENITIES FEE	EXCURSION/ INCURSION	ICT LEVY	INSURANCE	BUILDING LEVY	P&F LEVY	
1 Child	\$1,240	\$100	\$100	\$100	\$20	\$248	\$40	\$1,848
2 Children	\$2,232	\$200	\$200	\$200	\$40	\$248	\$40	\$3,160
3 Children	\$2,976	\$300	\$300	\$300	\$60	\$248	\$40	\$4,224
4 Children	\$2,976	\$400	\$400	\$400	\$80	\$248	\$40	\$4,545

❖ Tuition fees for siblings of current school students are discounted at the following rates: second child 20%; third child 40%; fourth child 100%.

### KINDERGARTEN, PRE-PRIMARY – YEAR THREE

	PER STUDENT CHARGES					FAMILY CHARGES		TOTAL FEES & CHARGES
	TUITION FEE*	AMENITIES FEE	EXCURSION/ INCURSION	ICT LEVY	INSURANCE	BUILDING LEVY	P&F LEVY	
1 Child (P)	\$1,240	\$100	\$100	\$100	\$20	\$248	\$40	\$1,848
2 Children (1P + 1K)	\$1,984	\$200	\$150	\$200	\$40	\$248	\$40	\$2,862
3 Children (2P + 1K)	\$2,790	\$300	\$250	\$300	\$60	\$248	\$40	\$3,988
4 Children (3P + 1K)	\$2,976	\$400	\$350	\$400	\$80	\$248	\$40	\$4,494

### **Amenities Fee**

An additional fee per student per annum is charged to cover the cost of art and craft materials, photocopying, book sets and other materials required in the classrooms.

### **Excursion / Incursion Fee**

This fee per student per annum is charged to cover the cost of incursions, excursions, specialist lessons and bus travel.

### **ICT Levy**

This contributes to the ICT infrastructure of the College and specialised hardware in the College as well as costs for insurance for the individual College devices.

### **Student Accident Insurance**

All students will be covered by a comprehensive accident insurance policy which is paid for with this fee. This policy should not be considered as a replacement for private health insurance. Parents are to contact the College to make a claim.

### **Building Levy**

Contributions towards this fund assist with the commitment towards capital facilities for your children. The Building Levy will be included on your account – please note this is an annual fee per family.