St Michael’s Primary School, Traralgon
School Fee and Levy Generation and Collection Policy

RATIONALE

Fee and Levy generation and collection are integral to maintaining the financial health of St Michael's. Catholic Schools receive approximately 56% of funding through the Federal Government and 16% through State Government. This means that schools are required to generate approximately 28% of our total income through local contributions. Our local contribution comes from school fees, levies, and fundraising coordinated by the Parents’ Group.

From the funds the school receives through government grants and local contribution it is required to cover costs including:

- Staff salaries
- Cleaning & Maintenance
- Administration
- Computer Updates
- Library Resources

PURPOSE

- To ensure a transparency in terms of the process for the generation of school fees
- To ensure transparent and fair procedures are applied in the collection of school fees
- To communicate expectations in relation to school fee payment and collection

IMPLEMENTATION

- School fees schedule will be reviewed annually in consultation with the St Michael's Education Board and Parish Priest, with a view to minimum annual CPI increase.

SCHEDULE OF SCHOOL FEES & LEVIES INCLUDES:

- **Family Fee**: charged per family each term. Together with government grants, this fee covers ongoing expenses such as cleaning and maintenance, electricity and administration etc.
- **Capital Fee**: charged per family annually, this fee is used for providing capital items such as equipment, furniture, computers, library, any non-consumable purchases for student use and repayment of current loans.
- **Tuition Levy**: a per student levy that covers consumable items for running educational programs and also assists with costs for running the technology and sports programs and excursions.
- **School Camps**: School Camps, for Grades 3/4, 5 and 6, and will be invoiced in the month prior to the camp being taken as costs are not finalised until then. This is a per pupil fee based on the Camp Program which is reviewed annually. The Camp Fee must be paid prior to attendance at camp.
FEE PAYMENT PROCESS

Fees are due in 4 instalments, each instalment being 25% of the total annual school fees billed at the beginning of the year.

Four Instalments of equal amounts are due by week 4 of each term. Fees payments may also be made fortnightly, monthly or yearly in advance.

PAYMENT METHODS – Payments can be made as detailed below:

- **Direct Debit** - This is the school’s preferred method of payment. Direct Debits are processed Thursday fortnightly or monthly on either the 15th or last day. The Direct Debit Request form can be obtained from the school office and needs to be completed, signed and returned to the school office for processing.
- **Direct Credit** - Payments can be made electronically direct to our bank account. Details are provided on invoices and statements.
- **Cash or Cheque** - Payment may be made by cash or cheque at the school office.
- **EFTPOS** - Payment may be made by credit card or debit card at the school office.

Families who are experiencing difficulty in paying fees due to financial hardship are encouraged to meet with the principal to discuss their situation.

FEE COLLECTION PROCESS

1. Fee Statements are issued at the beginning of each term and families are required to pay the account as outlined above.
2. A reminder notice in the form of a statement will be sent for accounts that are unpaid after the due date.
3. A formal reminder letter requesting immediate payment or requesting an appointment with the principal will be issued if fees remain unpaid.
4. Further failure to make payment or contact the school principal after this time will result in the school, in consultation with representatives of the School Advisory Board, taking further action to collect outstanding fees.

FURTHER ACTION WILL INCLUDE

(This process will be followed in consultation with a representative of the school Board and the Parish Priest)

5. Unpaid accounts for a period of two terms or greater, without an attempt to contact the school principal, will be referred to debt collectors for a reminder call.
6. Continued failure to make payment will result in further action from a debt collector agency. Fees incurred as a result of this process will be added to school fee accounts. Possible actions may include direct contact or legal proceedings.

ENDORSED:

This policy was endorsed by the St Michael’s School Board in November 2014 and will be reviewed annually.