



Inclusiveness  
Forgiveness  
Service  
Attentiveness  
Courage  
Loyalty  
Personal Best

# St Luke's Catholic Primary School



## School Fees – Setting and Collection Policy

## **RATIONALE**

Insofar as it is possible, a Catholic education is made available to all Catholic students whose parents seek a Catholic education for them. While parents are asked to make a commitment to support Catholic education financially by paying fees and other charges, no distinction is made between families at St Luke's Catholic Primary School based on financial circumstances. St Luke's embraces the Catholic Church's special preference for the poor and disadvantaged.

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.

## **DEFINITIONS**

School Fees:

- for the purpose of this policy statement School Fees shall be considered to be tuition fees, levies and other charges (e.g. excursions, amenities, booklist fees etc).

Application for Enrolment Fee:

- the fee associated with processing an application for student enrolment into a school

Acceptance of Enrolment Fee:

- the fee associated with securing a student into a school after an offer of enrolment has been made by the school.

Role of the School Boards or School Councils:

- in diocesan accountable schools, Boards or Councils have a managerial role with regard to the setting and collecting of school fees

## **PRINCIPLES**

1. All schools shall have a direct relationship between school fees and the socio-economic status of the school community.
2. Financial grounds shall never be the reason for the non-enrolment or exclusion of any child from a Catholic school.
3. Families with eligible means tested family concession cards have an automatic entitlement to tuition fee concessions.
4. The School Board has the responsibility for the financial management of the school and, consequently, is responsible for the collection of school fees.
5. The collection of school fees shall be approached in a spirit of Christian charity and justice. The School Board shall actively pursue the collection fees where parents have the capacity to pay fees.
6. Families with limited capacity to pay school fees have an entitlement to claim a fee concession. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.

7. The withholding of access to students of normal pastoral and curriculum provision shall not be used as a fee collection strategy.
8. Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
9. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

## **PROCEDURES**

- Annual fees and charges including maximum increases shall be set by the School Board in accordance with CECWA advice provided during the budget process each year.
- If the St Luke's School Board wishes to exceed the maximum recommended increase in school fees it shall first obtain the approval of the Director of Catholic Education.
- On application for enrolment, parents are provided with the current school fee charges. This includes details of any additional charges and information relating to the school's fee concessions. A non refundable Application Enrolment Fee of \$22 will be charged. Following acceptance of enrolment by the Principal, a \$50 deposit will apply to confirm placement. This fee will be deducted from first Semester fees or conversely forfeited should the child/children not commence school at St Luke's as agreed.
- The level of sibling discounts shall be determined by the St Luke's School Board. Kindergarten fees shall be charged as a proportion (e.g. .5FTE) of the respective first child full time fee. Sibling tuition discounts also apply to kindergarten students. All students and families are eligible for sibling discounts including families who receive automatic tuition fee discounts as holders of eligible means tested family concession cards.
- The St Luke's School Board shall ensure that the usual family discounts are offered for Special Education students whether siblings attend the same Catholic school or a number of Catholic schools.
- Parents with accounts unpaid by the due date (and for which written arrangements have not been made) will be required to attend an interview with the Principal. If appropriate, the School Board Chairperson and Treasurer may be informed of outstanding accounts. Written documentation will be maintained by the school of all attempts to negotiate a repayment strategy. Where parents have ignored all reasonable attempts at negotiation, the services of a debt collection agency may be engaged.
- Semester accounts are issued by the end of February & July with total payment of each Semester, due in June and September. Parents who wish to discuss alternative payment arrangements (in the case of financial hardship) are invited to contact the Bursar or Principal within fourteen days of the account being received. Requests for concessions shall be treated with dignity, compassion and confidentiality.

- Where parents have ignored all reasonable attempts to negotiate a fee payment 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 may be engaged to recover outstanding fees.

## **EXTENDED VACATION CONCESSIONS**

Where a family elects to go on extended vacation during the school term, no concession will be made with regard to school fees and charges. It is expected that all accounts be paid in full.

## **SCHEDULE OF TUITION FEES AND OTHER CHARGES 2015**

The St Luke's Catholic Primary School Board in consultation with the Catholic Education Office of Western Australia has set tuition fees and other charges for 2015.

Charges are reviewed annually and parents informed of any changes that occur.

### **PRE-PRIMARY TO YEAR SIX – ANNUAL FEES 2015**

<b>Tuition</b>	1 <sup>st</sup> Child	\$1615.00
	2 <sup>nd</sup> Child (discounted by 20%)	1263.00
	3 <sup>rd</sup> Child (discounted by 40%)	969.00
	4 <sup>th</sup> Child (No charge)	
<b>Amenities</b>	Pre- Primary to Year 3	138.00
	Year 4 to Year 6	167.00
<b>Excursion</b>	Pre-primary to Year 6	146.00
<b>Sacramental</b>	Year 6 Confirmation	20.00
<b>Sacramental</b>	Year 4 Eucharist	15.00
<b>Sacramental</b>	Year 3 Reconciliation	15.00
<b>Graduation</b>	Year 6	35.00
<b>Camp</b>	Year 6	235.00
<b>Building Levy</b>	per family	250.00
<b>ICT Levy</b>	per family	92.00
<b>P &amp; F Levy</b>	1 <sup>st</sup> Child	25.00
<b>P &amp; F Levy</b>	2 <sup>nd</sup> Child	25.00
<b>P &amp; F Levy</b>	3 <sup>rd</sup> Child	10.00
<b>P &amp; F Levy</b>	4 <sup>th</sup> Child (no charge)	

### **KINDERGARTEN – ANNUAL FEES 2015**

<b>Tuition</b>	1 <sup>st</sup> Child	688.00
	2 <sup>nd</sup> Child (discounted 20%)	551.00
	3 <sup>rd</sup> Child (discounted 40%)	413.00
	4 <sup>th</sup> Child (No charge)	
<b>Amenities and Book List</b>		116.00
<b>Building Levy</b>	Per family	102.00
<b>P &amp; F Levy</b>	(At the third child rate)	10.00