



## Fee Setting and Fee Collection Policy

### Rationale

St Thomas More School is a not for profit organization, meaning all monies received contribute to the operational costs of the school, to ongoing maintenance, refurbishment and new facilities as required. Fees are charged to supplement the funding provided by State and Federal Governments.

The commitment to Catholic education also incurs a financial commitment. The school is reliant on families meeting this fee commitment to continue delivering quality education and maintaining and improving facilities.

St Thomas More School is responsible for setting its own fees. This process prioritizes the school being accessible to all Catholic families irrespective of capacity to pay.

### Definitions

- **Annual Family Levies** are what the school charges to supplement Government grants.
- **Annual Student Levy** is the curriculum charge to cover educational costs and building and ground maintenance costs.
- **Camp Levy and Sacramental Levy** apply to students in Years 3-6 to cover the costs of these activities.

### 1. Fee Setting

Fee levels are set annually by the Parish Priest, following a recommendation by the Parish Education Board. In setting fees, the Board is mindful of keeping fees at a manageable level for all parents, while ensuring the school has enough income to provide the services expected.

#### Families with more than one student

The Annual Family Levy provides a substantial discount for the additional students at the school.

#### Health Care Card recipients

All children in receipt of a HCC allowance are eligible for a discount in the school fee. The level of fee concession is determined at the school level.

#### Determining and Granting Fee Remissions / Concessions

St Thomas More School provides fee remissions/concessions to families in need. Fee relief is available to assist families who are experiencing financial hardship. It is the responsibility of the parents to liaise with Bursar / principal when experiencing difficulties meeting their financial obligations.



## 2. Fee Payments

Fees are billed annually in February, at which time families are asked to commit to a payment plan that best suits their family. Fee statements are then sent out to families at the beginning of Terms 2, 3 and 4. The payment plans include:

- Payment in full – single payment in March.
- Payment by instalments – regular instalments e.g. 20 fortnightly, 10 monthly or quarterly payments
- Other payment options – plans to be discussed with the principal.
- Methods of payment include cash, cheque, credit card and direct debit

## 3. Fee Collection

St Thomas More School has developed strategies for fee collection that are consistent with the CECV policy framework. The judgment as to whether parents are unable to pay because of their financial situation must err on the side of leniency.

The steps to be taken in relation to the collection of unpaid fees are as follows:

1. For those who fail to keep up with their commitments, follow-up on a personal basis by phone call, email or appointment will follow promptly and a response sought. This follow-up will be conducted by an appropriate person(s) in a sensitive, discreet and confidential matter.
2. If this fails, a formal letter from the school will be used to remind parents of their obligation. This letter should include an invitation to discuss the matter with the Principal and a specified timeframe for a response.
3. If this course of action is not successful, the school may decide to send a letter seeking payment and outlining the possible actions, including legal action, which may occur if payment is not received within the specified timeframe.
4. If the above still does not resolve fee payment, the school may use the services of a debt collector or issue a letter through a solicitor. This will only occur after the family has left the school. Referral to debt collection / solicitor will incur a 15% administration fee.

## 4. Communication with the school community

The fee policy is reviewed and updated on a regular basis

The fee policy and related documentation is available via the school newsletter and on the school website.