



Good Shepherd Catholic School

— Lockridge —

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SCHOOL FEE POLICY

This policy should be read in conjunction with the Catholic Education Commission Policy Statement "Collection of School Fees" (Appendix One)

Rationale

Catholic schools have been established by the Church to assist in the evangelization of the child and to facilitate the teaching of the Catholic faith. The collection of Fees and Charges from the parent community is essential to enable Good Shepherd Catholic School to remain financially viable.

The School Board within the Framework will set the School's fees and Guidelines of the relevant Catholic Education Commission policies. The Archbishop, through the Catholic Education Commission, Collection of School Fees Policy states that the catholic school has an obligation to ensure that no child is denied a Catholic education due to genuine financial difficulties and the enunciated Gospel Values of justice, evangelization and community.

The Catholic School also has an obligation in justice to ensure that fees and charges are justly shared across those from the community who can afford to pay.

Principles

To provide for the equitable collection of fees and charges from the parent community based on the Gospel values of justice and support for those in need.

Procedures

1. No child will be denied a Catholic education due to genuine financial hardship.
2. The fees timeline each year will be:
 - a. At the School Board AGM in November the fees will be announced to the community.
 - b. The School Administrative Officer will prepare and issue a Fees and Charges Statement to each family by the end of Week Three Term One.
 - c. Parents will have three options for making payment:
 - i. To pay the Annual amount by the end of Week Five Term One
 - ii. To pay at the beginning of each semester
 - iii. Engage a regular direct debit facility (this must result in all fees being paid in full prior to the end of Term 3)
3. All payments for fees and charges are made to the School Administrative Officer or Secretary. The School Office is open every day from 8.30 until 3.30pm.
4. The School Administrative Officer will send a written reminder at the commencement of each term indicating the amount due for that term.
5. The process for applying for and developing an individual Fee Support Proposal:
 - a. The parent will approach the Principal to discuss the problem.
 - b. The Principal will:
 - i. Assist the parent in developing a written application for Fee Support
 - ii. The Principal will collate supporting documentation.
6. The process for consideration of the Fee Support Proposal:
 - a. The Principal will consider the information gathered and make a recommendation to the School Board's Finance committee.

- b. Where the Finance Committee support the Fee Support Proposal Recommendation the full School Board is notified and the Fee Support Proposal Recommendation will be confirmed at the next meeting of the School Board.
7. The Principal will notify the parent of the decision and ensure an appropriate timetable for the implementation of the Fee Support Proposal Recommendation.
8. Only the Principal and Administrative Officer have access to the individual's name. The Administrative Officer is informed to enable her to maintain the school's financial accounts.
9. The School Board Finance Committee may consist of the Parish Priest, Treasurer, Chairman of the School Board, Principal, School Administration Officer and Assistant Principals.
10. Where the Financial Committee believes the Fee Support Proposal is not justified the Principal:
 - a. Will discuss the Proposal with the parent and the options available to them.
 - b. Will offer to present the parents Fee Support Proposal to the next School Board meeting.
 - c. Will discuss additional supporting data with the parent, if available.
 - d. Will inform the parent of a timeline in which the School Board will respond to the Fees Support Proposal and notify the parent that their name will be released to the School Board to enable a full and just discussion of their application.
11. Where the School Board confirms the proposal the Principal will notify the parent of the decision and ensure an appropriate timetable for the implementation of the Fee Support Proposal Recommendation.
12. Where the School Board denies the Fee Support Proposal then the School Board will notify the parent of their decision.
13. A parent who is denied Fee Support by the School Board may choose to resubmit the proposal or may write directly to the School Board, if he/she believes he/she has additional information that supports their proposal
14. The School Administrative Officer will, under the direction of the Principal:
 - a. Maintain a list of outstanding fees/charges.
 - b. Timeline for Overdue fees will be:
 - i. Semester 1
 1. Week 3 Semester 1 Account and Annual Total Issued.
 2. Payment due by end of Week 5.
 3. Reminders will be sent to parents at the end of Term 1 for payment by Week 2 Term 2.
 4. Phone contact will be initiated commencing Week 5 Term 2.
 5. Those with outstanding accounts will be written to at the commencement of Week 7 Term 2.
 - ii. Semester 2
 1. Week 1 Semester 2 Account and Annual Total Issued.
 2. Payment due by end of Week 3
 3. Reminders will be sent to parents at Week 4 Term 3 for payment by Week 7 Term 3
 4. Collection procedures will commence after Week 8 Term 3.
 - c. Communicate with parents who have fees/charges that are overdue.
 - d. Notify the School Board at the October meeting of those families who have failed to pay the overdue fees or establish a timeline and process to ensure the payment of the outstanding monies.
15. The School Board reserves the right to engage outside agencies to recover outstanding fees after the October School Board meeting with the costs ***incurred being the responsibility of the individuals concerned.***