Good Shepherd Catholic School
Many Gifts, One Spirit
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SCHOOL FEE SCHEDULE & COLLECTION PROCEDURES

Aim

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.

Sources of Authority	
CECWA Policy	School Fee Directive
Executive Directive	School Fees Executive Directive

Scope/Definition

For the purpose of this procedure, school fees shall be considered to be tuition fees, levies and other charges. It applies to all staff, parents, guardians, carers and others awarded legal custody or care of our students.

Procedures

- At the School Advisory Council AGM in November the fees will be announced to the community. Fees, as well as all applicable standard discounts, shall be clearly advertised. Information shall be easily accessible to parents, including through fee brochures, school websites and newsletters.
- Increases to total school fees are in accordance with the maximum increase parameters set annually by the Catholic Education of Western Australia.
- Every family is required to complete and submit a new 'Payment Option Advice Form' each year.
- On application for admission, parents and/or guardians will be provided with the school's fee schedule and procedures.
- Acknowledgement of the fee collection procedures shall be on the "Confirmation of Enrolment" form which shall be signed by both parents and/or guardians.

Fee Setting

1. Annual school fees are set by the School during the budget process each year. Increases to school fees are in accordance with the maximum increase parameters annually set by the Catholic Education of Western Australia.
2. Good Shepherd complies with a standard schedule of fees to ensure consistency and comparability across all schools in the system.
3. Siblings enrolled in Kindergarten through to Year 6 at Good Shepherd shall receive a discount.

4. 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

	Discount
1st child enrolled	0%
2nd child enrolled	20% of that child's tuition fee
3rd child enrolled	40% of that child's tuition fee
4th child enrolled and beyond	100% of that child's tuition fee

Concession Card Discount Scheme

The Concession Card Discount Scheme provides an automatic fee concession for the holders of eligible means tested family concession cards. This discount applies across all year levels, from Kindergarten to Year 12.

Enrolment Fees

An application fee of $55 is charged for the processing of enrolment fees and is non-refundable.

Fee Collection

Parents will have three options for making payment:

- To pay the Annual amount by the end of Week Five Term One
- To pay at the beginning of each semester
- Engage in a regular direct debit. It is a school requirement to complete the Payment Option Form to ensure the correct number of instalments, and the correct payment amount, are being made for your fees to be paid in full by 30 September.

Timeline for Overdue fees:

Semester 1

Week 3 Account and Annual Total Issued.

a. Payment due by end of Week 5
    i. Reminder statements will be issued and sent to families in Week 6
    ii. Phone contact will be initiated commencing Week 7 Term 2
    iii. Families with outstanding accounts will be written to at the commencement of Week 8 Term 2

Semester 2

Week 1 School Fee Statements Issued.

a. Payment due by end of Week 3
    i. Reminder statements will be issued and sent to families in Week 4
    ii. Phone contact will be initiated commencing Week 5 Term 3
    iii. Collection procedures will commence after Week 8 Term 3

1. Notify the School Advisory Council 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.

2. In the event that debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, Good Shepherd may consider initiating court proceedings. Before this is done, Good Shepherd will inform the Executive Director of CEWA.

Under no circumstances will a child enrolled at Good Shepherd be refused ongoing enrolment because their parents have not paid fees.

Debt Collection
Parents are responsible for any debt collection costs incurred.

Special Concessions and Other Discounts

The process for applying for and developing an Individual Fee Support Proposal:

i. The parent will arrange a meeting with the Principal to discuss the problem.
ii. The Principal will assist the parent in developing a written application for Fee Support. The Principal will collate supporting documentation and may, from time to time, request financial information from families to support applications for fee concessions or any other concessions
iii. Requests for fee concessions shall be treated with dignity, fairness, compassion and confidentiality.
iv. Every effort shall be made to protect the confidentiality of all information pertaining to parents and/or guardians and the payment of school fees.
v. Where parents and/or guardians have the capacity to pay fees, the collection of school fees shall be actively pursued.

Effective Date	2025	Next Review	2028