



JOHN PAUL COLLEGE

School Fees: Setting & Collection Procedure

The John Paul College Procedure on the Setting and Collecting of School Fees addresses the communication to Parents/Guardians of the schedule of fees, the timeline for payment, the process of payments and the procedures to be followed on default of payment of fees. This procedure to be read in conjunction with the Catholic Education Commission of Western Australia: Policy Statement [D-2].

School fees are set by the School Advisory Council (SAC) and any annual increase is determined by the SAC within the guidelines published by the Catholic Education Office. The College aims to keep the fees as low as possible and this can be achieved if all families meet their obligations with respect to fees.

The SAC believes strongly that it is a matter of justice for those families who meet their fee commitments that the collection of fees be pursued with compassion and determination. Details of parents who default on payment and who fail to respond to all reasonable requests to negotiate an acceptable repayment strategy will be placed in the hands of the College's Solicitor.

The SAC and Principal are very mindful of the College's obligation to the poor and disadvantaged, but believe in principle that the cost of providing a quality Catholic Secondary Education to John Paul College students should be shared equitably by all families.

1.0 Communication

- 1.1 Parents are to be given a copy of the College's School Fee Procedure and the current schedule of School Fees at the time of enrolment.
- 1.2 Any increase in school fees will be conveyed at the AGM of the SAC and initially through the School Newsletter and then will be published on the School website.

2.0 Timeline

- 2.1 There will be one annual school invoice, which will be posted to parents at the start of each school year.
- 2.2 The annual accounts will contain a payment options slip which must be returned to the school by the date specified on the invoice.
- 2.3 The normal expectation is that School Fees will be paid by the due date unless prior arrangements such as direct debit, periodic payments or special exemption have been made with the Principal within the time period stipulated in 2.2.
- 2.4 School fees are annual fees that are split into three billing periods for ease of payment. The due dates are 31 March, 30 June and 30 September. Parents/Guardians, however, have the option of paying the fees in full or by regular instalments. The payment option form attached to the annual invoice must be filled in and returned by the required date.

- 2.5 The order of communication with respect to the collection of School Fees will be:
- 2.5.1 An annual account will be posted to Parents/Guardians at the commencement of the school year. The normal expectation is that this account will be paid by the due date unless prior arrangements have been made.
 - 2.5.2 A statement will be issued each month.
 - 2.5.3 A letter of reminder will be issued within 14 days of the due date elapsing unless prior arrangements have been negotiated.
 - 2.5.4 A final letter of reminder will be issued within 30 days of the due date elapsing which will inform parents of the College's intention to forward the debt to the College debt collector should a satisfactory repayment schedule not be negotiated.

3.0 In recognition of the Church's preference for the poor and disadvantaged

- 3.1 The College shall ensure that the usual family discounts are available to Parents/Guardians, especially to Special Education students, whether siblings attend the same Catholic School or a number of Catholic Schools.
- 3.2 The inability to pay school fees shall never be the reason for non-enrolment or exclusion from John Paul College.
- 3.3 The College will accord special consideration, where needed, to families in need.
- 3.4 **Discounts**

A 20% discount from **Tuition Fee only**, applies to the second child. All other fees will apply as per normal.

A 40% discount from **Tuition Fee only**, applies to the third child. All other fees will apply as per normal.

If a fourth child is attending the College at the same time there is **NO TUITION** fee for that child. All other fees will apply as per normal.

3.5 Health Care Card Discount

Families who have a current means tested Health Care Card are able to access discounted **tuition** fees. The discount for eligible Health Care Card holders is automatic on presentation of their card.

4.0 Process

- 4.1 Parents/Guardians must fill in and return the 'payment option advice form' attached to the annual invoice by the required date.
- 4.2 Parents/Guardians who wish to be considered for special concessions and remissions should make an appointment with the Principal within 21 days of receipt of the account to finalise arrangements.
 - 4.2.1 Parents/Guardian seeking reduction and/or remission of school fees, should provide the Principal with reasonable evidence. While every effort will be made to exercise compassion and confidentiality in such a sensitive matter, the onus is on the Parent/Guardian seeking concession to provide the Principal with the requisite information that will facilitate a mutually favourable resolution.
 - 4.2.2 When a reduction and/or remission of school fees is agreed to by the Principal and Parent/Guardian, agreement shall also be reached on a date when the arrangements should be reviewed.
- 4.3 Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

5.0 Defaulters

Where Parents/Guardians have ignored all reasonable attempts (see 2.5) to negotiate a satisfactory fee repayment strategy:

- 5.1 If after 21 days following the final reminder letter, Parents/Guardians are still in default of payment and have not negotiated a satisfactory repayment schedule, they will be advised that the debt will be forwarded to the College Debt Collection Agency.
- 5.2 Once the debt has been passed on to the Debt Collection Agency the College can no longer negotiate repayment schedules. All correspondence and negotiations from this point will be between the Parent/Guardian and Debt Collection Agency. Therefore, it is important that negotiations with the College take place prior to 5.1 above.



Mr Bradley Hall
COLLEGE PRINCIPAL