



# JOHN PAUL COLLEGE

## School Fees: Setting & Collection Policy

The John Paul College policy 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 policy to be read in conjunction with the Catholic Education Commission of Western Australia: Policy Statement [D-2].

School fees are set by the College Board and any annual increase is determined by the Board 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 Board 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 Board 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 Policy and the current schedule of School Fees at the time of enrolment.
- 1.2 Any increase in school fees set by the College Board will be conveyed at the AGM of the Board in November each year and initially through the School Newsletter and then in a republished school fee schedule which will be posted to parents with the final school report.

### 2.0 Timeline

- 2.1 There will be one annual school invoice, which will be posted to parents within two weeks of the start of each school year. Bookhire fees will be invoiced separately in December of the preceding year and must be paid in full by the commencement of the new school year.
- 2.2 The annual accounts will contain a payment options slip which must be returned to the school within 21 days of receipt of the account.
- 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/Bursar 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 direct debit.

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 two weeks prior to 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 with the Principal/Bursar.

2.5.2 A letter of reminder will be issued 14 days before the respective due dates.

2.5.3 A second letter of reminder will be issued within 7 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 secure the services of a solicitor/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.

A special discount of \$25.00 per family can be claimed if parents are educating a child at St Mary's Catholic Primary or St Joseph's, Boulder. Parents are required to complete an application form which is available from the office.

#### **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 who wish to take advantage of Direct Debit facilities or a periodic payment plan should make an appointment to see the Principal/Bursar to finalise arrangements within 21 days of receipt of the account.
- 4.2 Parents/Guardians who wish to be considered for special concessions and remissions should make an appointment with the Principal 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 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, the College Board will instruct the College solicitor to send a letter of demand.
- 5.2 If Parents/Guardians are still in default of payment 14 days after receipt of the letter of demand, and have not negotiated a satisfactory repayment schedule, the College will seek approval from the Catholic Education Office to proceed with the due legal process to recover outstanding monies.
- 5.3 If, after the stated period for negotiating a repayment scheduled strategy has elapsed without a satisfactory arrangement being reached, the College, with the approval of the Catholic Education Office, will instruct its Solicitor to initiate the appropriate legal proceedings.



Mrs Rikki-Lee Rigby  
BOARD CHAIR



Mr Bradley Hall  
COLLEGE PRINCIPAL