



**St MARTIN'S CATHOLIC  
PRIMARY SCHOOL**

## **FEE POLICY**

### **Vision**

St Martin's Catholic Primary School is a school community that recognises the uniqueness of every person, nurturing faith and wellbeing, and pursuing excellence in education.

### **Our Mission**

The mission of St Martin's Catholic Primary School community is to work in partnership to educate young people in the Church and our changing world.

St Martin's School Board is guided by the following principles:

- annual school fees are a main source of income available to meet the school's operating costs each year
- where families have the capacity to pay fees, then in the matter of fairness, that those who can afford to pay do so
- fees are set at a level to maintain quality education for all students whilst having consideration for the financial capacity of the community
- tuition fees are reviewed each year and adjusted yearly to avoid steep increases
- low income fee is set for those families who are eligible for the Government administered School Card scheme
- parents seeking enrolment for their child will be fully informed of the school's expectation regarding the payment of tuition fees which is outlined on the *Acceptance of Enrolment Offer* that parents sign when accepting a place for their child at the school
- upon a student's enrolment, schools agree to provide educational services for which parents/guardians accept the responsibility for payment of fees in a timely manner
- it is the responsibility of the School Board to ensure all reasonable steps are taken to enable the collection of school fees.

### **Introduction**

St Martin's Fee Policy is in accordance with the South Australian Commission for Catholic Schools (SACCS) Fee Policy dated 2020

The education of students is a joint responsibility between school and parents of St Martin's Catholic Primary School, Greenacres.

Tuition fees are an essential part of the school's income. All Catholic schools receive Australian and State Government funding to cover the cost of teachers' salaries. The income from Tuition Fees pays for the operation of the school. For example, loan payments for capital development, non-teaching salaries, curriculum resources and professional learning, electricity, water, rates, CEO levies and charges

Parents, in part, fulfil their responsibility through the payment of tuition fees and other costs associated with their child's education.

### **Purpose**

The purpose of the policy is to set out St Martin's Catholic Primary Schools' principles in relation to all activities associated with charging and payment of tuition fees, granting remissions and providing financially disadvantaged families with low-income fees.

### **Scope**

The Fee Policy applies to the charging and payment of tuition fee and low-income fee, granting of remissions and discounts on behalf of the School.

## **Risk Management**

- The School will ensure that appropriate practices and procedures of internal control and risk management are in place for its fee remission activities including risk identification, assessment and implementation of controls.
- The Principal will be responsible for ensuring appropriate practices and procedures for internal controls and risk management are adhered to.

## **Principles**

### **Professional Integrity, Accountability and Probity**

- School personnel engaged in charging of fees or granting remission or discounts will at all times undertake their duties fully within the ethos and the mission of St Martin's Catholic Primary School and its policies.
- School personnel engaged in charging of fees or granting remission or discounts will work with parents/guardians in a just, respectful, compassionate, transparent and considered manner in the process for setting and collecting fees
- All processes relating to school tuition fees will be open, fair, and transparent.
- School personnel will not use or disclose information that confers unfair disadvantage or financial benefit or detriment on a parent.
- When undertaking charging fees or providing remissions or discounts, school personnel will not engage in any private business or professional activity that would create conflict between personal interest and the interest of the School.
- The School will ensure that appropriate practices and procedures of internal control are implemented and monitored for its fee charging activities. All fee charging or remission activities will leave an audit trail for monitoring and reporting purposes. Compliance with the Fee Charging/Remission Procedures may be subject to audit reviews.

### **Delegated Authority**

- Principal and Business Manager to process all applications for Fee Remission in a confidential and private manner.

## **Tuition Fees**

St Martin's has 2 tuition fee types for families:

- 1) Full Tuition Fee
- 2) Low Income Tuition Fee

Tuition fees support the operating/costs of the school not met by Australian and State Government funding received.

- Current Tuition Fees (refer Appendix A)
- Tuition Fees are reviewed each year and adjusted at the discretion of the School Board.
- Tuition Fees will not be reduced by any other amount apart from Sibling discount unless a Remission has been approved.
- An early payment discount will be determined by the School Board each year.
- Parents will be notified of following year's tuition fees prior to the completion of the current school year.
- Tuition Fees will be charged on an annual basis. Payments are required by the due dates as notified in communications.
- Students starting at later dates during the year will have their fees applied at a rate determined by the length of stay.
- Students who take leave during the year will not receive a discount or credit for time not at school.
- Families who are leaving the school must give one Term's notice, failure to do so will incur a Term fees penalty.
- No fee reduction will be given for family grievances.

## **Discounts and Remissions**

### **Sibling Discounts**

Sibling discounts are available to families with two or more children attending the School on the following basis:

- Sibling discounts apply to Tuition Fees.

- Sibling discounts will be applied at a rate based on the School Board's discretion.
- Sibling discounts are reviewed each year and adjusted at the discretion of the School Board in reference to the current 5-year plan.
- Sibling Discount Rates (refer to Appendix B)

### **Low Income Tuition Fees**

Low income Tuition Fees are offered to families who are approved for school card under the School Card Assistance Scheme, this is a State Government administered scheme.

- St Martin's Catholic Primary School will provide families with the low-income Tuition Fees if they are approved for School Card.
- School Card applications are available from the Front Office. For details, please contact the Finance Officer.
- School Card must be applied for each and every year.
- School Card is approved by the Department of Education.

### **Family School Fee Support**

If parents/guardians are experiencing genuine financial difficulty, it's their responsibility to meet or discuss with the principal/delegate for consideration of alternative financial arrangements. Any such arrangements shall be formally communicated by the school, be subject to periodic review, and may have terms and conditions applied.

St Martin's Catholic Primary School can provide support to families experiencing difficulties in the following ways:

- 1) Deferred payment during the period of financial or hardship difficulty.
- 2) Reduced Payment Schedule during the period of financial or hardship difficulty.
- 3) Remission of Tuition Fees (refer Remission process)

### **Remission Process**

#### **Approved Remission Discounts**

- Requesting parents **must** complete a remission request form. The form **must** have all relevant areas/questions answered and all relevant documentation attached
- Remissions must be processed by either Principal or Business Manager in a confidential and private environment and formally approved by the School Finance Committee.
- Remission will be applied based on family income levels, including government assistance and any other relevant financial circumstances.
- Failure to provide required documentation will result in application being declined.
- Business Manager and/or Principal (subject to approval) to determine the remission amount.
- Remissions budgets to be set at the discretion of the School Board.
- Parents must enter into a payment schedule that sees the balance owing after remission cleared by the required school deadlines.
- Failure to adhere to these guidelines will mean the remission will be reversed.
- Should a family be provided fee remission and also be approved for School Card then the Low-Income Tuition Fee will override the remission discount and the remission will be reversed.
- Remission discounts will be applied subject to Principal approval.

### **Payment Options**

St Martin's Catholic Primary School requires families to enter into payment plans that ensure school fees are fully paid by the completion of each school year.

Current Payment Plans available are:

- Fortnightly (18)
- Monthly (8)
- Weekly (40)
- Quarterly (3)

Any variation to the above needs to be communicated and authorised by the Business Manager for approval.

St Martin's offers the following payment options:

- Direct Debit System – Direct payment via savings a/c
- Credit Card System – Direct payment via credit cards
- EFTPOS – Either savings accounts and credit cards

- B-Pay – payment details are listed on family statements
- Centrelink deductions
- Cash over the counter
- **Cheques will not be accepted**
- **AMEX will not be accepted**

Payment times at school are as follows (unless special arrangements have been made):

- Monday – Friday | 8.30am to 3.15pm

### **Debt Management**

- Debt Management with regards outstanding fees, should be based on positive and respectful relationships between schools and families.
- The school recognises that there are different needs within our community. Financial hardship can occur through unforeseen circumstances. When faced with payment difficulties, parents are encouraged to negotiate early with the Business Manager to avoid misunderstanding and hardship in the collection of Tuition Fees.
- Parents will be encouraged to meet all fee requirements within pre-determined deadlines.
- Statements will be sent on a regular basis.
- Where the payment of Tuition Fees is not made the following will apply dependent upon being a current or leaving family
- If an outstanding fee account is not resolved following the schools engagement with the parent/guardian, the school may undertake debt collection procedures. .

### **Current School Family Debt Management Process**

- Following the non-payment by a family by the required deadline, a statement and reminder text/phone call with a 14-day deadline.
- Further non-payment will enact the following Debt Collection Process:

Letter 1	Following the non-payment after a statement and reminder text/phone call with a 14-day deadline, contact will be made via letter requesting a payment plan. This will have a 14-day time limit.
Letter 2	Follow up letter requesting urgent payment of school fees. This will have a 14-day time limit.
Letter 3	Final letter of demand requesting payment within 14 days or debt will be passed to a debt collection agency.
Debt Collector	Account passed onto Debt Collection, where all costs associated are paid by the parents.

### **Leaving School Family**

- Following the non-payment by a leaving family by the required deadline a statement and reminder text/phone call with a 14-day deadline

Letter 1	Following the non-payment after a statement and reminder text/phone call, contact will be made via a letter requesting full payment or payment plan. This will have a 14-day time limit.
Letter 2	Final follow-up letter requesting payment within 7 days or debt will be passed to a debt collection agency.
Debt Collector	Account passed onto Debt Collection, where all costs associated are paid by the parents.

### **Appendices:**

Appendix A | Tuition Fee Schedule

Appendix B | Sibling Discount Rates

**Implemented:** 2017  
**Ratified by School Board:** 2020  
**Reviewed:** 2021  
**Next Review:** 2024



## St MARTIN'S CATHOLIC PRIMARY SCHOOL

### 2021 Tuition Fees

The payment of tuition fees is a responsibility and commitment by families, and ensures the School maintains quality education and resources for the benefit of the students.

Payment of accounts may be made by cash, EFTPOS, BPay, direct debit from bank or credit card accounts, or direct payments to St Martin's bank account. The School Office is open for payments between the hours of 8:30am and 3.15pm. St Martin's offers instalment payment plans, and all relevant paperwork is enclosed with your fee package.

#### 2021 Tuition Fees Schedule

	1 Child	2 Children	3 Children	4 Children
Full Tuition Fees	\$2,900	\$5,220	\$6,960	\$6,960
Low Income Tuition Fees	\$2,000	\$3,600	\$4,800	\$4,800

#### FULL TUITION FEES PAYMENT DISCOUNT

A full payment of "Full Tuition Fees" will result in a discount of 2.5% and will only apply if they are paid in full on or before 26/02/21.

1 CHILD = \$72.50    2 = CHILDREN = \$130.50    3 CHILDREN = \$174.00    4 CHILDREN = \$174.00

#### PAYMENT BY INSTALMENT

Instalments can be made on a termly, monthly, fortnightly or weekly basis by either cash, EFTPOS, BPay, direct debit from bank or credit card accounts (AMEX is not accepted). Please refer to the attached Payment Option Agreement.

#### PAYMENT OPTION AGREEMENT FORM

The Payment Option Agreement Form is enclosed together with other relevant forms in the fees package. These forms must be completed and returned to the school for assessment and processing.

#### SCHOOL CARD SCHEME 2021

The School Card Scheme is administered by the South Australian Department of Education and Child Development (DECD). It is an income means tested scheme providing assistance for low income families towards the cost of education expenses. For eligible families, **St Martin's will grant the family "Low Income Tuition Fees"**. 2021 School Card application forms will be available from the School Office in 2021. Families applying for School Card must continue to make payments prior to its approval.

#### FAMILIES EXPERIENCING FINANCIAL DIFFICULTY

A Fee Remission in addition to the above is available to families who are experiencing extreme financial difficulty. Applications for Fee Remission are available from the Business Manager's Office and are assessed by the Finance Committee.

Families who are experiencing difficulty in meeting their financial liability are asked to contact the school immediately to discuss the situation. All discussions and ensuing arrangements are treated in the strictest confidence.

#### EXTRA CURRICULAR CHARGES

Camp, Choir, and sporting fees will be charged separately.

*Please note additional charges are not included in direct debit and credit card payment plans. If you require additional charges to be included into payment plans, please contact the Business Manager's Office.*

#### OVERDUE ACCOUNTS AND LATE FEE

**All fee accounts are due and payable by the due dates provided on the Payment Option Agreement Form**, unless prior arrangements have been made to make payments by instalments or other means.

In the event that you are unable to pay school fees prior to the due date, please notify the school immediately.

Families who fall behind in the payment of fees are urged to contact the school as a matter of urgency to discuss payment options. Overdue statements will be forwarded during the year with reminders as are necessary.



**St MARTIN'S CATHOLIC  
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**TUITION FEES**

**SIBLING DISCOUNT RATES**

**2021**

<b>NUMBER OF CHILDREN</b>	<b>DISCOUNT RATE</b>
2 <sup>nd</sup> Child	20%
3 <sup>rd</sup> Child	40%
4 <sup>th</sup> Child onwards	100%