



St. James School

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School Fees - Procedure

RATIONALE

St James School is a Catholic Primary School serving the education needs of students from Reception to Year 6. It is situated in Jamestown in the Mid North of South Australia.

As with all Catholic Schools, St James School receives some Australian and State Government funding. However, to meet its requirements and to be able to provide a contemporary education for our students, the school is also dependent upon income from school fees for the provision of educational facilities and resources, payment of day-to-day operational works and capital works. The following policy provides the guidelines for the setting, collection, and remission of these fees.

PREAMBLE

St James School operates within the guidelines set by the South Australian Commission for Catholic Schools (SACCS) for the maintenance of private income.

Extract from the SACCS Annual Guidelines 2006:

“As a guide to School Boards in their deliberations on school fee structures... the following information has been prepared in consultation with the Resource Operations Team of the Catholic Education Office.

It is the policy of the South Australian Commission for Catholic Schools that no child be denied a Catholic Education because of a parent’s demonstrated inability to pay fees subject to the school’s enrolment policy and that of SACCS.

Nevertheless, those who are able to pay should be required to do so.

Families who qualify for support under the S.A. Government School Card Scheme must not be required to pay full fees. However, in most instances such families are expected to make some fee contribution.”

School fees and charges are set considering:

- The School’s Ten-Year Financial Plan (which has been prepared in consultation with the Finance Team of the Catholic Education Office)
- The School’s Socio-economic rating
- The Annual Guidelines set by the CEO

AIM

St James School fees are set at a level to maintain quality education for the students, whilst at the same time having consideration for the financial capacity of the community we serve. SACCS are the governing body responsible for setting the fee amount which is then reviewed by the St James School Board/Leadership team. The School Board will ensure that the financial responsibilities of all families are met, as to their agreed obligations, by having a systematic and identifiable procedure for the imposition and collection of fees, thus ensuring the financial well-being of the school.

It is the responsibility of the School Board to ensure all reasonable steps are taken to enable the collection of school fees. Parents/Caregivers make a commitment to pay school fees when they sign the Enrolment Form prior to their child commencing at St James School. Responsibility of the school fees are of equal responsibility for **all** enrolling Parents/Caregivers. If there is a change in circumstances and a two-parent household become a single parent household for example, the fees are still equal responsibility of both parents/caregivers who signed the enrolment form.

The Principal and Finance Officer oversee the collection of fees and review outstanding fees on an ongoing basis. They report to the School Board Finance subcommittee the status of fee collection. Please note that all family identities remain confidential at all times.

TUITION FEES

Tuition fees are payable to support the day-to-day operational costs of the school not met by the Australian and State Government funding received by the school. They are applied on a schedule for:

1 child
2 children (discounted)
3 children (discounted)
4 children (4 th child onwards no cost)

EXTRA CURRICULAR ACTIVITIES

Additional extra-curricular activities, fees or charges are invoiced out throughout the year when applicable. Prompt payment is expected in these circumstances unless otherwise specified. This can include, but not limited to camps, excursions, transport costs or additional fees for activities being held within the school. Costing and explanation of such events will be communicated in advance and attendance/inclusion optional. If a family is experiencing financial difficulties, families are encouraged to speak with the Principal as soon as possible, so children are not excluded.

SCHEDULE OF FEES

Each year a draft fee schedule is prepared by the School Principal and Finance Officer which is presented to the School Board for its approval and ratification.

The approved full fee schedule will be issued to each family at the start of the year along with the Term 1 fee statement.

On application for enrolment, parents/caregivers will be provided with a schedule of fees and a summary of the School's Fee Policy.

Parents/caregivers make a commitment to pay school fees when they sign the *Application for Enrolment Form* for our school.

This policy is written in accordance with CESA Fee & Debt procedure policy 2021.
Updated and ratified in September 2023.

PAYMENT OF FEES

St James School supports the concepts of equitable financial responsibility on all members of its community. To achieve this goal, the school encourages regular communication between all parties in relation to the payment of fees.

In Term 4 existing families will receive a "Payment Agreement" to outline their payment option preferences for the following year. Options of flexibility are regular weekly/fortnightly payments, monthly quarterly or annually.

Accounts can be paid by cash, direct bank deposit or Centrelink deductions.

FEE COLLECTION TIMELINES

Annual fees are apportioned over 40 school weeks of the year. Billing will be in Term 1 for existing full year students and apportioned thereafter for any new students relevant to their school enrolment dates.

Term 1 - Week 2: A fee statement will be issued to all families. If full payment is not the preferred option statements will be spread out through the year.

Term 1 - Week 8: Statement of account sent out for outstanding fees.

Term 2 - Week 2: Statement of account sent out for outstanding fees.

Term 2 - Week 8: Statement of account sent out for outstanding fees.

Term 3 - Week 2: Statement of account sent out for outstanding fees.

Term 3 - Week 8: Statement of account sent out for outstanding fees.

Term 4 – Week 2: Statement of account sent out for outstanding fees.

All school fees are due by the end of Term 3 unless on a specific payment schedule i.e. weekly payments agreed upon prior. Any outstanding fees owing at the end of Term 3 will be reviewed and the school will endeavour to contact families to discuss. If Annual/Full Fee payment is selected as preferred option, this is due in full by the end of Term 1.

FAMILY DISCOUNTS

Tuition fee reduction is available to families with two or more children attending school.

SCHOOL CARD

The State Government offers assistance for families via the School Card Assistance Scheme and families on low incomes are encouraged to apply. The government annually set an income threshold based on a family's gross annual income from the previous year's financial year and the number of dependant children. School Card applications can be submitted online by parents at [SA.GOV.AU - School Card scheme \(www.sa.gov.au\)](http://www.sa.gov.au) or in paper form through the front office and we encourage this to be completed early in the school year, so discounts can be applied to school fees.

Families eligible and approved for School Card will automatically receive a 40% reduction in their Tuition Fees.

This policy is written in accordance with CESA Fee & Debt procedure policy 2021.
Updated and ratified in September 2023.

FINANCIAL HARDSHIP

At St James School the education of the child always comes first. Families that are experiencing financial hardship, are encouraged to make an appointment with the Principal/Finance Officer to discuss assistance in the way of a reduction of school fees.

All such discussions will be treated with the strictest of confidence.

Any reduction in tuition fees will be considered with due consideration to the financial needs of the family.

Families are granted a reduction of tuition fees for the current year only, after which time they would need to continue to meet with the Principal/Finance Officer on an annual basis to discuss their financial circumstances and continued assistance.

Likewise, it will be seen as the family's responsibility to immediately advise the Principal if their financial position improves and normal fee charges can be resumed or applied.

OVERDUE FEES

Where any payments of fees and educational costs are not received within the required notice/agreed upon payment schedule, a reminder account will be forwarded with a friendly overdue reminder requesting payment within 14 days. (Families are reminded to promptly contact the school if there are any difficulties).

If no payment, or an alternative arrangement established with the Principal/Finance Officer, is forthcoming within 14 days, a second reminder account together with a letter from the Principal, advising that full payment will be expected as soon as possible or immediate contact be made with the Principal in regards to this matter, will be sent.

If no response is made within 7 days, a third and final attempt will be made to recover fees owing before they will be forwarded to The School Board and referred to the debt collection recovery process as outlined by CESA.