1. **RATIONALE**
   The Catholic Education Commission of Western Australia (CECWA) has a responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church’s special preference for the poor and disadvantaged. Schools have a responsibility to communicate the financial constraints under which they operate to parents enrolling their children in Catholic schools. Parents are asked to make a commitment to support Catholic education financially by paying fees. The Bishops of Western Australia have approved the collection of school fees from parents as a necessary contribution to the costs of delivering a Catholic education.

2. **DEFINITIONS**
   **2.1 School Fees** shall be considered to be tuition fees, levies, outdoor education fees, music lessons and all other charges made by Irene McCormack Catholic College (the College) as directed and approved by the Irene McCormack Catholic College Board.

   **2.2** Accounts are considered to be in “Good Standing” when payment commitments are being met in full by the due date.

   **2.3** Parent/Legal Guardians are hereinafter referred to as the Account Holder

   **2.3** Fees for Workplace Learning (WPL) and other additional course programs are considered to be School Fees.

3. **PRINCIPLES**
   The Irene McCormack Catholic College Board (the Board) has the responsibility for the financial management of the College and is responsible for the setting and collection of school fees.

   **3.1** The collection of School Fees will be approached in the spirit of Christian justice. As a matter of justice to other families, the College will actively pursue the collection of School Fees where parents have the capacity to pay fees.

   **3.2** Parents/Legal Guardians are responsible for payment of School Fees.

   **3.3** The College recognises that some families operate under serious financial hardship. Families in possession of cards eligible under the Heath Care Card (HCC) Discount Program will be entitled to a reduction in tuition fees upon providing the College with evidence they hold a current and valid HCC. The maximum annual tuition fee to be charged to HCC holders is determined each year by Catholic Education Western Australia (CEWA.)

   **3.4** The College recognises that families can experience both short term and long term financial hardship as a result of loss of income through illness or other circumstances beyond their control. Families unable to meet their financial commitments are encouraged to contact the College to discuss possible alternative payment arrangements or where applicable, school-based discounts.

   **3.5** A family’s inability to pay School Fees shall never be the reason for the non-enrolment or exclusion of any child from Irene McCormack Catholic College.

   **3.6** The withholding of compulsory curriculum activities or services to students will not be used as a School Fee collection strategy. Attendance at non-curriculum activities or services, such as music lessons, may be restricted or refused where the fee account is not considered to be in Good Standing.
CONFIDENTIALITY
4.1 All matters concerning Parents/Legal Guardians and School Fees will be handled confidentially by the Principal, Business Manager and staff employed to attend to fee matters.

4.2 Where an Account Holder does default through the non-payment of School Fees, personal details including contact details may be forwarded to outside agencies to assist in the collection of outstanding monies in accordance with the Irene McCormack Catholic College Collection Policy.

SETTING AND LIABILITY FOR SCHOOL FEES
5.1 Annual increases in School Fees are set by the Board after receiving recommendations from the CEWA during the budget process each year.

5.2 Parents/Legal Guardians agree that upon their signed acceptance of the College Offer of Enrolment of their child/guard, that they become legally responsible for payment of the School Fees for that child, and understand that they will be held jointly and severally liable should the College's payment terms not be met.

5.3 School Fee discounts are provided in respect of siblings attending the College during the same calendar year.

5.4 It is the responsibility of the Account Holder to ensure that current address details are provided to the College at the time of enrolment. Change of address notification is to be provided to the College if the residential or billing address changes at any time during the period of enrolment or whilst a balance remains outstanding.

ANNUAL FEE STATEMENT AND PAYMENT OPTIONS
An Annual Fee Statement and Payment Options Form will be sent to the Account Holder at the billing address held on the school database at the commencement of each school year.

6.1 The Annual Fee Statement sent to the account holder will contain the total of all School Fees payable for the full year for each child, subject to the following:

6.2 Where the College is awaiting additional charges (ie Work Place Learning Costs) incurred on behalf of students, these charges will not appear on the Annual Fee Statement.

6.3 Such additional costs will be added to the Family Account as soon as they are received by the College and a statement will be issued to the family detailing these additional costs.

6.4 Such additional costs will be payable under the terms of this policy.

6.5 Where discounts are reversed due to a change in family or financial circumstances (ie eligibility to Health Care Card discounts ceased due to card expiry), such reversed credits will be payable in full within the terms of this policy.

6.6 The Account Holder will be given the option to pay one annual fee amount by the 25th February or a later date specified by the College. Where full payment is received by this date, the College will provide a discount to the value stated on the Payment Options Form.

6.7 Where full payment is not made by the specified date, the Payment Options Form must be completed and returned to the College by the date specified on the Form.

6.8 If the Payment Options Form is returned on or before the specified date, the College will process a credit to the account for the amount as shown on the Payment Options Form.
6.9 If the Payment Options Form is not received by the specified date, the College will charge a non-refundable Administration fee for the amount as shown on the Payment Options Form. This non-refundable charge will be payable in full under the terms of this policy.

6.10 Where full payment is not received by the 25th February or the later specified date, accounts will **default** to 10 equal monthly payments due on the 25th of each month commencing 25th February The minimum monthly amount due will be detailed on the Payment Option Form.

6.11 Reminder statements will be issued either electronically or via post to the Account Holder at the commencement of each calendar month.

7. **COLLECTION OF OVERDUE FEES**

   As the Board has a responsibility for the collection of School Fees the following action will be taken to collect overdue fees:

   **7.1 A First Reminder** letter will be issued 7 to 10 days, after the payment of School Fees was due providing the Account Holder 14 days to pay all School Fees that are in arrears.

   **7.2 If the arrears are not received after a further 14 days, a second reminder letter is sent once the Account Holder is 2 payments in arrears.**

   **7.3 If the arrears are not received, the Family Fees Officer will attempt to phone the Account Holder to arrange a meeting to put a payment plan in place that falls within the family’s ability to pay**

   **7.4 If the Account Holder is not be contactable or has not entered into a payment plan, a final reminder letter is issued advising that the Account Holder will be referred to an external debt collection agency if payment of the arrears is not received within seven days**

   **7.5 Should all these steps be unsuccessful, as a final step before referral to an external debt collection agency, the Business Manager will telephone the Account Holder asking them to a meeting to discuss a payment plan.**

   **7.6 If an Account Holder’s arrears are not settled after being contacted by the Business the College will consider the account to be in Default and all credit terms and agreements will be void. The full annual charges will become due and payable immediately without further notice. The College may then forward the account to the appointed debt recovery agency to collect the full amount payable as permissible under the CEWA School Fee Policy, without further notice to the Account Holder.**

   **7.7 The account will no longer be considered to be in Good Standing, which will result in immediate withdrawal of student participation in extra-curricular activities including music lessons, trips or school organised national or international travel tours. Withdrawal due to loss of Good Standing may result in the forfeit of all deposits and instalments paid for the activity, as determined by the external organisers or agents.**

   **7.8 Where a defaulted account has been forwarded to an outside agency for collection, all collection and recovery costs, including legal and court fees and charges as permitted by the Courts, will become due and payable in full by the Account Holder and will be in addition to the amounts owing to the College for School Fees.**

   **7.9 Following submission of the account to the debt recovery agency all contact and payments made by the Account Holder must be made directly to that agency.**
7.10 Verbal or written contact between the College and the Account Holder following submission of the account to the debt recovery agency does not void or otherwise amend or alter the collection process as outlined in this policy.

8. **ADDITIONAL COURSES & PROGRAMS**
8.1 The Workplace Learning course costs are set on an annual basis by a third party provider and are outside the control of the College.

8.2 The Parents/Legal Guardians of the enrolling student are required to sign and return to the College the Agreement Form, accepting (jointly and severally) the financial responsibility for applicable WPL fees and charges determined by the College.

8.3 Applications for Workplace Learning enrolment will not be processed unless the signed College Workplace Learning Form has been received from the Parents/Legal Guardians at the time of enrolment into WPL.

8.4 The College subsidies Workplace Learning costs by charging approximately 50% of the third party’s provider fees to a maximum of $650.

8.5 Where Parents/Legal Guardians are unable to make the WPL payment in full by the due date, they are requested to contact the Business Manager to discuss payment options.

8.6 Where Parents/Legal Guardians fail to make full disclosure of medical history, Behavioural issues or learning difficulties to the applicant and the third party provider, the student maybe withdrawn and the full WPL costs charged.

8.7 The full cost of the third party fees will be incurred by Parents/Legal Guardians if the enrolled student is removed, withdrawn, by the College or the Parents/Legal Guardians or fails to meet the course requirements after 1 February of the school year.

8.8 Overdue payments will be treated in accordance with Section 7 of this policy – Collection of Overdue Fees.

9. **EXIT PROCEDURES: CREDITS AND PAYMENTS APPLICABLE**
9.1 The College Enrolment Policy requires a minimum of ten school weeks’ notice of withdrawal of a student, **in writing** to the Principal. Where such notice is not received the College will charge 25% of the total annual School Fees in lieu of notice.

9.2 Upon withdrawal of a student from the College all fees and charges incurred for that student are payable to the College in full within 14 days of exit, and:

9.3 Where full payment is not received within 14 days of exit, the Collection procedure as detailed in this policy will take effect.

9.4 If the account has been paid in full, a proportional refund of all School Fees will be made by the College. (excluding Building Levies)

9.5 Where students will not be returning in the following calendar year, notice of the withdrawal must be received in writing by the College no later than 14 October of the current year.

9.6 Where notice is not received by that date 25% of the annual charges for the following year will be payable in lieu of notice.

9.7 Payment in full will be required within 14 days of invoice.
Related Documents
Irene McCormack Catholic College Conditions of Enrolment.
Irene McCormack Catholic College Collection Policy.
Irene McCormack Catholic College School Fees Information Booklet.