



## SCHOOL FEE GUIDELINES

School fees are endorsed by the School Advisory Council on advice and direction from the Catholic Education Office of WA. School fees are billed once a year, in February. The charges are Annual Fees. Fees are subject to annual change as recommended by the Catholic Education Office of WA.

### **Extract from the Board 'Policy for the Collection of School Fees'**

*"Consideration will be given to parents with genuine financial difficulties. However, it is a matter of justice to other parents and students that all families meet their agreed commitments."*

### **HEALTH CARE CARD DISCOUNT SCHEME**

In 2005 the Catholic Education Office introduced a Health Care Hard discount scheme. This applies to holders of a Centrelink valid, means-tested Family Health Care Card (HCC) and to Pensioner Concession Card (PCC) holders.

Parents who wish to request a tuition fee discount will need to show a **valid HCC or PCC in their name (not the child's name)**. Eligible cards must be in the name of the parent/guardian responsible for payment of the school fees and will list children covered by the card. You will also be required to complete a Discount Scheme form, which can be collected from the school office.

It is the responsibility of parents to provide the school with a copy of the updated card in order to continue to be eligible for the discount. This is required to be done each year. Failure to provide an updated card will result in the discount being removed and full fees will be charged. The discount is on tuition fee and building levy only and all other fees and levies will be charged at full rates.

### **PAYMENT OF FEES**

Families will be asked to select their preferred payment option upon receipt of the annual statement. It is a school requirement that each family has an approved up to date payment plan in place. Once arrangements are finalised, families are requested to honour this commitment and meet the payments by the due date/s. All accounts are to be finalised by this due date, unless other arrangements have been made and agreed by the Principal.

### **DEBT COLLECTION**

Family accounts may be sent to a debt collection agency if there has been no attempt to pay, or contact made with the school. All collection fees will be passed on to the family.

### **WITHDRAWAL OF A STUDENT**

One full term's notice in writing to the Principal by the parent or guardian is required. If no such notice is provided, one quarter of the annual fee (one term) will be payable.