OUR LADY OF LOURDES SCHOOL BAYSWATER
POLICY and PROCEDURES - PAYMENT OF FEES AND LEVIES

RATIONALE:
Fees are an integral component of the total funding of Catholic education. School fees assist in meeting the day-to-day operating costs of the school. The school has a responsibility to manage its finances effectively and in doing so must ensure that a fair and reasonable process for collection of fees and levies is developed and implemented.
The setting of fees and levies takes into account the socio economic status of parents in the school community and is based on the enrolment policy of the Archdiocese of Melbourne which states that Catholic children have a right to Catholic education. No child will be excluded from Our Lady of Lourdes School, or discriminated against, on the basis of parents’ demonstrated inability to pay fees. As a matter of justice however, it is expected that all families will make some contribution to the cost of their children's education.
Fees and levies set by the school take into account the needs based formula for the distribution of grants, loan repayments, running costs, the socio-economic status of the school community and annual cost of living CPI increases.
School fees are determined by the Parish Priest, Principal and School Accountant and presented to the School Executive Committee to formalise. Fees are reviewed annually.

AIMS:
To provide parents with an understanding of their financial obligation in order to ensure a fair and systematic fee and levy collection process is in place.
To minimise outstanding debt.
To provide a process for managing outstanding debt.

IMPLEMENTATION:
Accounts and Payment:
- A copy of the School Fee Policy will be included in the school information pack for prospective parents and will also be distributed annually in the school newsletter.
- Responsibility for payment of accounts rests with the person/s nominated on the Enrolment Application form.
- Accounts are sent out in the second week of each term of the school year and are payable within 30 days, unless parents have arranged to pay by weekly/fortnightly or monthly instalments.
- At the commencement of each year parents will be requested to complete a payment form advising the school of how they intend to pay the school eg. fortnightly, monthly, termly, annually, etc.
- Reminders are sent out in Week 7 of each term, if necessary.
- Payment of curriculum levies for the following year is requested in fourth term of the previous year.
- There is no reimbursement of fees for families where students are absent from school for a prolonged period as the school is holding a place open for the child/ren.
- Accounts may be paid in cash, credit card, direct debit or bank transfer payment.
- Any family that is seeking special consideration for a concession on school fees must contact the Principal or Parish Priest.
- The school will provide opportunities for parents experiencing temporary difficulties to enter into alternative and confidential payment arrangements.
- Where fee relief arrangements are entered into these arrangements will be reviewed regularly, and at least annually.
Outstanding Fees Collection Policy:
Overdue fees are those which are not paid within the term of issue (or payment by instalments is not maintained). In justice to families who pay their school fees regularly and on time, the school will follow up on all overdue fees. Where parents who are clearly able to afford but unwilling to pay fees, every effort will be made to help them understand their financial obligation. Parents will be responsible for all on-costs associated with recovery of fees. The recovery of fees will be approached sensitively. Discussions regarding fees will be held only with the person/s responsible for payment. Pastoral consideration will always be given to families experiencing genuine difficulties in meeting their obligations.

STEP 1
Reminder letter no. 1 will be posted home

STEP 2
Reminder letter no. 2 will be posted home

STEP 3
Personal contact by phone by Principal’s nominated representative.
- Note previous correspondence and lack of response
- Offer opportunity for appointment to discuss payment plan
- Obtain commitment to appointment/payment plan
- 100% payment expected by end of school year

STEP 4
Final demand letter, attach a copy of Our Lady of Lourdes School Fee policy, sent by certified mail.

STEP 5
Place debtor in hands of debt collection agency
- If no satisfactory response to steps above, account will be placed in hands of Debt Collection Agency
- Copy of all previous correspondence made available to Parish Priest
- Step 5 to be taken by agreement between Parish Priest, Principal and School Accountant

STEP 6
Proceed to legal action
- Proceed only after all avenues of collecting overdue fees have been explored and documented.
- Approval must be given by Parish Priest
- Approval must be sought from Director of Catholic Education

Timeline for action to recover overdue fees:
- Steps 1 and 2: per term
- Step 3: Week 3 - Term 3
- Step 4: Letter by certified mail Term 4.
- Step 5: The following year
OUR LADY OF LOURDES SCHOOL PAYMENT PLAN 2013

Family Name ..............................................

Name of person(s) responsible for payment of fees: ..............................................

(Please tick your intentions)

Method of payment

Cash or cheque [ ]
EFTPOS [ ]
Direct debit [ ]
Credit card debit [ ]
Credit card by phone [ ]

Other ..............................................

Frequency of payment for Family Fee

Full payment in Term One. [ ] $1300.00
Payment each term [ ] $325.00
Payment monthly (11 months) [ ] $119.00
Payment fortnightly (24 F/N) [ ] $54.20
Payment weekly (48 weeks) [ ] $27.10

Other (to include extra charges below) ..............................................................

NB: The fees below are not included in the family fee instalments above.

In addition to the family fee the following levies are charged annually per student.

Curriculum levy per student $240.00 (to be paid by the end of Term One)
Swimming Years Prep - 5 $TBA (to be paid by the beginning Term 4)
Camp Years 5 $TBA (to be paid by beginning of Term 4)
Camp Year 6 $TBA (to be paid by beginning of Term 4)
Sacramental levy Years 3, 4 & 6 $40.00 (to be paid by beginning of Term 2)
Interschool sport Years 4 – 6 $45.00 (to be paid by beginning of Term 2)

I/we would like to make an appointment to discuss our payment plan. Yes/No.

I have read and understood the policy provided. [ ]

Signature ............................................... Signature .................................
             (Father)                               (Mother)

Date....................................................... Date....................................................

Distributed to families 3rd December 2012
Payment methods:

- Cash and cheques.

- Electronic transfer payment details:
  Payments can be transferred to our account.
  BSB: 083347  Acc. No.  649471712.
  Please use your surname as reference.

- Direct debit: Forms are available at the office. Please complete your bank details which will be entered through the school.

- An EFTPOS machine is available in the office.

- Telephone through to the office with credit card details for payment.

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**Credit Card Details – Instalments or one off payments**

Card Type:  Mastercard [ ]  Visa [ ]

Number:  ______  ______  ______  ______

Expiry date  ___ / ___

Amount $ ____________

Name on card ____________________________________

Once [ ] Weekly [ ] Fortnightly [ ] Monthly [ ] Quarterly [ ]

Start date ______________________________

End date ________________________________

Signature ____________________________________

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