



## FEES & CHARGES POLICY

### 1. RATIONALE

- 1.1 Whitefriars Catholic School is a Parish School in the Josephite Tradition, a tradition which aims to make Catholic Education accessible to all. We expect all families to contribute financially towards the Catholic Education of their children, within a fee structure that is designed to be fair and reflective of individual family incomes. The fee structure has been designed to allow concessions for families on low incomes. It is also the policy of the school that no child will be denied a Catholic Education because of a genuine family inability to pay school fees.
- 1.2 We understand that:
- School fees bridge the gap between government funding and real cost,
  - We are committed to the education of every child enrolled in this school, regardless of the ability of his/ her parents or carers to pay fees,
  - All families are expected to contribute financially towards the education of their children, within a fee structure designed to be fair and just.

### 2. PURPOSE

- 2.1 Through the application of this policy, the School Board aims to:
- Have an identifiable procedure for the determination, collection and remission of school fees,
  - Ensure support for and be sensitive to the needs of all,
  - Ensure that families contribute financially through a fee structure that is fair and just.

### 3. FEES & CHARGES

#### 3.1 Fees and Charges

All fees and charges must be paid by no later than 30 November each year, unless a separate alternative has been negotiated and accepted by the school.

#### 3.2 Determination of School Fees

- School fees and charges are established in unison with the school's Five-Year Financial Plan and the SACCSA annual guidelines.

#### 3.3 Enrolment Fees

- A non-refundable application fee of \$50 (per family) is required when submitting an enrolment application. This fee does not apply to subsequent children within the family.
- A non-refundable acceptance fee of \$200 (per child) is required to confirm an offer of enrolment. This fee is deducted from the child's first year tuition fees.

#### 3.4 Tuition Fee Inclusions

The tuition fee may include the following:

- Incursions and excursions

- Stationery and curriculum books
- Information Technology usage
- Building Fund contribution

### 3.5 Additional Charges

Separate invoices will be issued to students for 'extracurricular activities' including, but not limited to overnight camps and/ or sleepovers, after school and interschool sport representation, Year 6 Seniors jumpers, celebrations, and other events/ activities as required.

### 3.6 Uniform

Whitefriars uniform items are supplied by LOWES and all garment items can be purchased online or directly from LOWES Westfield West Lakes, Shop 238A/ 111 West Lakes Blvd, West Lakes, SA, 5021. Second-hand uniforms are available from the school through monetary donations in the Carmelite building, or via the school's QKR app.

### 3.7 Canteen

Lunch orders are placed through the school's QKR app. The canteen is open at recess and lunch for cash purchases only. At any time a staff member initiates a lunch order from the canteen on behalf of a student, the family will be issued a money-owed statement. It is expected this debt is settled via the 'Money Owed to Canteen' category in the QKR app.

## 4. DISCOUNTS

### 4.1 Sibling Discount

- Sibling discount/s will be applied against family debtor accounts when more than one child is enrolled at Whitefriars Catholic School in any year.
- Nothing changes for non-paying mid-year reception students because the fees have already been issued at the start of the year and are not amended under this condition.
- The tiered discount is 1<sup>st</sup> child 0%, 2<sup>nd</sup> child 25%, 3<sup>rd</sup> child 40%, 4<sup>th</sup> child or more 100%. Families with 3 or more children are only charged the full fee for one more child after the 40% discount has been applied.

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child +
Sibling Discount	0%	25%	40%	100%

### 4.2 School Card

The Government of South Australia offers assistance for families via the School Card Scheme. Families on low incomes are encouraged to apply for the government assistance. Applications are available from the school office or online (refer 9.8). Families who qualify for support under the SA Government School Card Scheme will be granted a 40% remission off the tuition fee.

### 4.3 Financial Assistance

Families who may be experiencing financial hardship, who do not qualify for school card but are concerned with the affordability of school fees may still be eligible for financial assistance. Families are encouraged to request a private and confidential meeting with the Principal and/ or Business Manager and complete an Application for Financial Assistance (refer 9.10). Requests for financial assistance are to be reviewed annually.

## 5. DEBTOR ACCOUNT INVOICES/ STATEMENTS

### 5.1 Annual Fee Statements

- Annual Debtor Account Invoices/ Statements will be generated within two weeks of Term 1 starting or when the student starts at Whitefriars Catholic School, whichever comes first.
- Updated Debtor Statements will also be distributed early in Terms 2, 3 and 4 to all families that any variation to a \$0.00 settled account.

## 5.2 Split Families

Families accounts will be invoiced as per the enrolment forms. In a separated family situation, the school expects the enrolling parents/ caregivers to arrange a payment plan between themselves to ensure fees are paid by the payment due dates. Enrolling parents/ caregivers are jointly liable for all fees. The only exception to this rule is if an active court order is provided to the school which specifies a specific fee arrangement to be followed.

## 5.3 Late Starters

Late starters will be charged on a pro rata basis for the number of weeks they will be attending Whitefriars. Where eligible, sibling discounts and remissions will also be applied on a pro rata basis.

## 5.4 Student Absences

Payment of school fees is still required where a student is absent from school for any reason (eg. Illness, injury, travel, family commitments, etc) for any length of time.

## 5.5 Withdrawal of Enrolment

One full term's notice of your intention to withdraw a student from the school is required in writing, to the Principal. Where this is not adhered to, the school reserves the right to charge a full term's school fees. Extraordinary circumstances will be considered.

# 6. PAYMENT OPTIONS

## 6.1 Payment Methods

A variety of payment methods are provided and easily accessible to families for all tuition fees and charges:

- BPAY
- QKR
- Direct Debit or Direct Transfer
- Cash
- EFTPOS/ Credit Card (Amex is not accepted)
- Fat Zebra

## 6.2 Payment Frequencies

Families can choose from the following payment frequencies to fulfill tuition fees:

- Weekly (44 weeks)
- Fortnightly (22 fortnights)
- Monthly (10 months)
- Termly (4 terms)

## 6.3 Payment Plan Agreement Forms

All families must complete a Payment Plan Agreement Form (refer 8.4) to indicate the preferred payment method and frequency for paying tuition fees. These forms must be completed on an annual basis and received by the school by Term 4, Week 8 of the prior school year.

# 7. COLLECTION OF FEES

## 7.1 Fees and Charges

All fees and charges must be paid by no later than 30 November of the current school year, unless a payment plan has been negotiated and accepted by the school.

## 7.2 Overdue Accounts

Whitefriars Catholic School openly encourages regular communication between all parties. In the event that families are unable to pay regular school fees prior to the due date, families must make contact with the Business Manager. Overdue statements will be forwarded during the year with reminder notices.

## 7.3 Guidelines to Recover Outstanding Fees

- Whitefriars Catholic School is bound by CESA Debt Procedures.
- Families who are experiencing financial difficulties are encouraged to contact the Principal or Business Manager to discuss a payment plan or financial assistance.
- Various methods of communication will be utilised to contact families with outstanding fees, including initial statement reprints referencing overdue amounts, emails and phone calls as required. If there is still no action; instigating the CESA Templates:
  - 1<sup>st</sup> Letter – Reminder for Overdue Fee Account
  - 2<sup>nd</sup> Letter – Notice of Outstanding School Fees
  - 3<sup>rd</sup> Letter – Final Notice of Outstanding School Fees
  - 4<sup>th</sup> Letter – Notifying the family that the Account is with the CESA Debt Collection Team (which would be at least 21 days after the 1<sup>st</sup> letter was issued).

# 8. ROLES & RESPONSIBILITIES

## 8.1 In support of this policy, the Principal will:

- Publish this policy on the Whitefriars Catholic School website,
- Monitor the collection of fees in consultation with the Business Manager,
- Review the policy as required and when necessary, make any changes known to families.

## 8.2 The School Board (as an advisory committee) will:

- Exercise financial stewardship of the school,
- Support the administration of the school,
- Create a Finance Committee to oversee matters relating to school finances. This Committee will be formed annually and meet prior to School Board meetings. It will be chaired by a board representative where membership consists of:
  - School Principal
  - Deputy Principal
  - Business Manager
  - Representatives nominated by the Board

## 8.3 The Chairperson of the Finance Committee will:

- Ensure proper financial management systems are in place in accordance with the Finance Manual for South Australian Catholic Schools, including the school's five-year financial plan and with diocesan policies and guidelines within the diocese,
- Oversee, on behalf of the Board, the preparation of the provisional budget of income and expenditure for the coming calendar year,
- Ensure that spending is in line with the budget,
- Ensure financial reports, including monthly reports and audit reports are presented to the Board,
- Ensure the Board understands such reports, is aware of the school's true financial position and deals with necessary issues; and

- Ensure that the Board appoints an auditor in accordance with the guidelines in the Finance Manual for South Australian Catholic Schools.

#### 8.4 The Business Manager will:

- Provide monthly finance reports on the collection of fees to the School Board,
- Refer all significant issues to the Principal,
- Issue (on behalf of the school) a Fees & Charges Schedule, Payment Plan Agreement Form (including direct debit (refer 9.1) and credit card (refer 9.2) payment request forms) early in Term 4 of the preceding new school year. The forms need to be returned to the school as per the date listed in the form, but definitely before the end of Term 4.
- Issue an Annual School Fees account which covers all tuition and levies by 3<sup>rd</sup> week of Term 1 for full yearly fees,
- Issue updated Annual School Fees account in Term 2, Term 3 and Term 4 if necessary to all families,
- Arrange for payment methods and frequencies to be accessible by families,
- Utilise various methods of communication to contact families with outstanding fees, as per 7.3 Guidelines to Recover Outstanding Fees.

#### 8.5 Parents/ Carers will:

- Familiarise themselves with this policy,
- Pay a \$200 acceptance fee to confirm their child's offer of enrolment,
- Return the Payment Option Schedule to the Business Manager at the beginning of each year,
- Provide the Business Manager with evidence of income within the time specified when seeking to access the income based fee structure,
- Notify the Business Manager or Principal in writing or in person as soon as possible, if experiencing difficulty in paying the school fee account,
- Pay full term fees in the event of their child being absent for a term or longer,
- Pay full term fees in the event of their children starting the term or leaving part way through the term,
- Provide the school with one term's notice if their children leave the school before the completion of Year 6,
- Pay one term's fees if one term's notice is not provided, however the Principal or Business Manager may waive the one term's notice in special circumstance if requested in writing.

8.6 In circumstances where unintended ambiguity arise between Whitefriars Catholic School Fees and Charges Policy and either the CESA or SACCS Fee Policy and/ or CESA Fee Procedures, all CESA documents will override/ supersede the WCS Policy.

## 9. RELATED DOCUMENTS

- 9.1 [CDF Bank Account Direct Debit Request Form](#)
- 9.2 [CDF Credit Card Regular Payment Request Form](#)
- 9.3 Whitefriars School Fees & Charges Schedule
- 9.4 Whitefriars Payment Plan Agreement Form
- 9.5 SACCS Annual Guidelines
- 9.6 [SACCS Fee & Debt Procedures 2023 v2.0](#)
- 9.7 [SACCS Fee Policy 2020](#)
- 9.8 [SA.GOV.AU School Card Scheme](#)
- 9.9 [Lowe's Online](#)
- 9.10 Application for Financial Assistance *aka Financial Questionnaire*

## 10. DOCUMENT CONTROL

Title	Fees and Charges Policy
Code	G-04.03
Date Approved	14 February 2025
Approved by	Frank Congedi (Principal, Whitefriars Catholic School)
Next Review	14 February 2028