RATIONALE
St Mary MacKillop School is a Catholic Primary School serving the educational needs of boys and girls from Reception to Year 7. It is situated in Wallaroo on the Yorke Peninsula, South Australia.

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

AIMS
St Mary MacKillop School will set fees at a level to maintain quality education for the students whilst having consideration for the financial capacity of the community we serve. 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 Mary MacKillop School.

The Finance Subcommittee of the School Board oversees the collection of fees and reviews outstanding fees on an ongoing basis. This committee reports to the Board the status of fee collection. Please note that all family identities remain confidential at all times.

PREAMBLE
St Mary MacKillop School operates within the SACCS guidelines 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.”

The level of fees per student collected is normally about 80% of the notional first child fee. 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.

Policy Date: May 2014
Ratified by School Board: May 2014
Responsibility for update: Finance Committee
Due for Review in: May 2017
School fees and charges are set in light of the school’s Five Year Plan which has been prepared in consultation with the Finance Team of the Catholic Education Office. The SES (Socioeconomic Economic Status) score and the Annual Guidelines, set by the CEO, guide decisions about fees and charges.

St Mary MacKillop School is using an income approach for fee setting, which focuses on the family’s financial capacity, where the underlying premise is that all families pay full fees that are determined by family income levels.

**FEE STRUCTURE**

St Mary MacKillop School will set an annual fee each year comprising:

- Tuition Fee
- Curriculum Levy
- Building Fund Levy
- Concert and Excursion Levy
- Information and Communication Technology Levy
- Diocese of Port Pirie Diocesan Pastoral Formation Levy
- Bus User Levy (Kadina and Moonta Bus Services)

**Tuition Fee:** Tuition fees are payable to support the operational costs of the school not met by the Australian and State Government funding received by the school. St Mary MacKillop School uses an income approach for fee setting which focuses on the family’s financial capacity. With this scale the premise is that all families will pay the full level of Tuition Fees (Tier 3) with any level of reduction being determined by their combined family income level. Tier 1 is for families eligible for School Card. Tier 2 is for those families whose combined taxable income is outside the Tier 1 bracket but lower than the annual income in Tier 3. In order to qualify for a level other than Tier 3, family’s are to provide proof of their annual income.

**Curriculum Levy:** This fee is used to fund all classroom and curriculum support materials required by the teaching staff and students. Items covered by this charge include stationery, art, craft and photocopying. A curriculum levy account is issued for each student.

**Building Levy:** This levy is used to pay for existing capital works loans as well as the cost of refurbishment of the school’s buildings. The Building Levy is compulsory and cannot be claimed as a tax deduction. A Building Levy account is issued for each family. (Families who contribute to the Parish Planned Giving are exempt from this levy as these monies are received via Parish Donations.)

**Concert and Excursion Levy:** This levy aims to cover the cost of excursions and incursions teacher’s programme into the curriculum. Costs associated with the school camp are billed separately. The Concert and Excursion Levy account is issued for each student.

**Information and Communication Technology Levy:** This levy assists with payments for hardware, software, data usage, loans, leasing fees and replacement costs for the infrastructure and maintenance of the computer facilities. An ICT Levy account is issued for each child.

**Diocese of Port Pirie Diocesan Pastoral Formation Levy:** This levy is charged to schools within the Diocese of Port Pirie. The Diocesan Pastoral Formation Fund will, overtime, provide a strong pastoral support base to help meet the long term requirements of schools and parishes. It is designed to maintain and develop a strong spirituality in the Catholic School in the Diocese. This is a per student levy. Families who qualify for School Card are exempt from this levy.
Bus User Levy: This levy assists with the costs involved with running the Kadina (afternoon) and Moonta/Moonta Bay/Port Hughes bus services. This levy is for those students travelling on the Kadina (afternoon) and Moonta buses irrespective of whether they travel on the bus one day per term or every day per term. The levy will be capped at two children per family.

SCHEDULE OF FEES
A sub-committee will be formed annually to oversee all matters relating to the setting of fees, remissions and collections. The Finance Committee will consist of the Principal, Bursar and the Chair of Finance who will chair the meetings.

Once the Finance Committee sets the school fees they will be approved by the School Board and notification will be given to parents/ caregivers before the end of the school year.

On application for enrolment, parents/ caregivers will be provided with the schedule of fees and a summary of the School’s Fee Policy. Prospective parents/ caregivers will also be informed that on enrolment of their child, they accept the responsibility for the payment of tuition fees and other costs associated with the education of their children. Parents/ caregivers make a commitment to pay school fees when they sign the Application for Enrolment Form for our school.

SIBLING DISCOUNT
Tuition fee reduction is available to families with two or more children attending the school on the following basis:

* 2 children: Full fee less 20%
* 3 children: Full fee less 40%
* 4th and subsequent children: Full fee less 40%

SCHOOL CARD
The State Government offers assistance for families via the School Card Assistance Scheme and families on low incomes are encouraged to apply. It is important that parents/ caregivers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department of Education and Children Services) that apply each term, and need to be complied with in order to receive funds for each eligible child.

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

FINANCIAL HARDSHIP
As St Mary MacKillop School is using the income approach for the fees charged to families, any family remissions that may have been issued if a standard amount was chargeable, irrespective of the family income, has been incorporated in each income tier.

However if families are suffering financial hardship, they are encouraged to apply in writing for assistance for a warranted reduction in tuition fees. Any applications for tuition fee assistance are treated as confidential. Non-payment of reduced tuition fees is treated as an overdue account.

Any reduction in tuition fees will be considered in terms of the financial needs of the family and of the School Board’s responsibility to families who are making the effort to pay regular fees.
Families are granted a reduction of tuition fees for the current year only, after which time they would need to reapply in future years if their financial circumstances have not improved.

Likewise, it will be seen as the family's responsibility to make good all or part of any reductions if their financial position improves markedly.

Families are encouraged to:

1. Make an appointment and meet with the Principal if they have difficulty in paying fees so that the necessary steps for fee reduction application can be discussed.

2. Apply to the School Finance Officer to pay by instalments if this payment is easier. Payment by instalments can include direct debit or Centrelink deductions and payment schedules can be arranged.

**PAYMENT OF FEES**

St Mary MacKillop School supports the concept of equitable financial responsibility on all members of its community and part payments of fees by the due date or by way of regular payments is part of the process.

To achieve this goal, the school encourages regular communication between all parties in relation to the payment of fees.

Accounts can be paid by cash, cheque, EFT, or Centrelink deductions. It is preferable for all fees to be paid within 30 days of invoice date.

**FEE COLLECTION TIMELINES**

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<td>Curriculum Levy</td>
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<td>ICT Levy</td>
<td>Building Fund <em>(One Third)</em></td>
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<td>Diocesan Pastoral Formation Levy</td>
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Bus User Levy will be invoiced separately per term

Bus User Levy *(If Applicable)* | Bus User Levy *(If Applicable)* | Bus User Levy *(If Applicable)* | Bus User Levy *(If Applicable)*

Where payments of fees and educational costs are not received within the required 30 days a reminder account will be forwarded with a friendly overdue reminder requesting monies 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 or School Finance Officer, is forthcoming within 14 days a second reminder account together with a letter from the Principal, on behalf of the School Board, will be forwarded advising that full payment will be expected within 7 days.

If no response is made within 7 days personal contact will be made by the Principal or School Finance Officer. Contact will be either by telephone or letter and may include an invitation to attend an interview. Failure to respond within 7 days will result in further action being taken.

Such action may include referral to a debt collection agency.

DEBT COLLECTION AGENCY
Where fees remain outstanding following the exhaustion of reminder attempts the account may be passed to the school’s debt collection agency, which may if directed
- Refer to solicitors.
- Take Court action to recover the fees, where deemed appropriate.

Parents are advised that any costs incurred in the use of the debt collection agency will be billed to their account.

Once the collection agency has been engaged, parents are required to work through the agency for settlement of their account.