



# *St Brigid's Catholic School*

*New Norfolk*

## **FEES AND LEVIES POLICY**

### **RATIONALE**

Tuition fees and levies are deemed necessary to provide an effective source of revenue, to supplement Tasmanian and Australian Government Recurrent Grants and to provide sufficient funds to operate the school. The Australian Government requires the school to generate private income and not to be solely reliant on funding from Government sources. A Tasmanian Catholic Education system capital assistance fee helps to support capital projects in Catholic schools around the state.

The TCEC policy 'School Fee Assistance' governs the implementing of the family fee reduction scheme and serves as a guide when implementing other fee reductions for families in need.

### **AIMS**

- Tuition fees and levies are formulated by the St Brigid's Catholic School Board, the Principal and Staff, within TCEC guidelines, to achieve the desired level of private income that reflects the provision and maintenance of services required by the school.
- Tuition fees and levies are formulated within the perceived limits of affordability of the families at the school.
- The capital assistance fee is formulated by the Tasmanian Catholic Education Office, as a system-wide fee.

### **PROCEDURES**

- Tuition fees are determined by the St Brigid's Catholic School Board from year to year and are usually set in the latter half of the year for the next school year.
- The Principal, Leadership Team and Finance Administrator determine class levies after consideration of the needs of the school.
- In extraordinary circumstances, fees and levies may be changed during a school year. Where possible, parents will be given a minimum of a term's notice of any fee or levy change.

- The capital assistance fee is charged per family per term at a rate determined by the Tasmanian Catholic Education Office.
- Fees and Levies are charged annually and may be paid:
  - Annually (at the commencement of the school year)
  - Monthly
  - Fortnightly or weekly payments in negotiation with the Principal and/or Office Administrator
  - Through direct debit procedures
  - Through BPay
  - Through Centrepay
  - By eftpos, cash or cheque.
- Families with three or more children attending a Catholic School receive an annual tuition fee discount, on completion of a Fee Discount Information Form (TCEC policy).
- The school will assist families who are experiencing genuine financial difficulty. Assistance with payment may include one or more of the following:
  - Alternate frequency of fee payments
  - Deferred payment arrangements
  - Reduction of fees
  - Remission of fees.

Families shall make application for assistance with payment of fees using the 'Application for Fee Assistance' form. This application form is to be accompanied by supporting evidence of a family's income and expenditure and is to be completed annually when required. Fee payments will be calculated over the 12 months of the calendar year.
- Applications for assistance with the payment of fees are forwarded to the Principal, who may request an interview with applicants to negotiate an appropriate arrangement for either an alternative payment strategy or reduced or remitted fees.
- Parents will be informed in writing of the decision and/or approval of the application. The letter will indicate that any term will only remain effective while agreed arrangements are met.
- All arrangements for payment of fees are deemed to be confidential.

- A holding fee may be applied if a student is absent from the school for an extended period of time. It is deemed that an extended period of time would be one month's duration or longer.
- Where a child leaves the school during the year, pro rata fees shall be payable until the end of the month of departure. The Principal may depart from this guideline for pastoral reasons in specific family circumstances.
- Where a child commences at the school during the year, tuition fees shall be payable for all of the calendar months of attendance. The Principal may depart from this guideline for pastoral reasons in specific family circumstances.
- The process for the collection of tuition fees, the capital assistance fee and levies takes into account the necessity to maximise revenue and the need to take appropriate and timely action for the recovery of bad debts. If reminder letters or personal contact have failed to produce a positive response to the recovery of bad debts, the Principal may decide to place outstanding accounts with recovery companies who will work on the school's behalf to recover the outstanding fees and levies.
- This policy will be implemented at the discretion of the Principal.

*This policy and associated practices will be reviewed as part of the St Brigid's Catholic School policy review cycle.*

**Implemented May 2008**  
**Amended September 2011, May 2012, October 2013**