

# **JUBILEE PRIMARY SCHOOL**

## **SCHOOL FEE COLLECTION POLICY 2016**

### **Introduction**

The continuing provision of quality Christian Education for all students at Jubilee Primary School requires that all parents and caregivers assume the responsibility for the payment of school fees and other levies as they fall due.

### **Immediate Objectives**

- To reduce current outstanding school fees through reasonable and effective credit management;
- To implement guidelines which will ensure that school fee collection procedures are communicated and adhered to.

### **Policy Statement**

Parents and caregivers have a responsibility and an obligation to pay school fees and levies according to the school guidelines and account procedures.

### **Consequences:**

1. All parents and caregivers are to be informed of this policy upon student enrolment, and must agree in writing to abide by its terms.
2. Concessions for school fees and levies are available and are to be approved by The Principal. Each family will be judged confidentially on its specific circumstances. In arriving at the fee, The Principal should have in mind a responsibility towards those families who are making sacrifices to pay fees.
3. Where concessions are granted, the possibility of parents or caregivers making contributions to the school through voluntary work could be investigated.
4. Parents or caregivers seeking a concession must complete and both sign an Application for Concessional Fees form.
5. Concessions shall be reviewed annually. This will require a new application being completed for each year.
6. Parents or caregivers whose fees are in arrears and who do not seek a fees concession will be subject to our fee collection procedures.
7. In cases of prolonged absence (e.g. temporary transfer or longer than regular holidays), payment of fees is to be maintained for continued enrolment.
8. Parents or caregivers who are experiencing financial difficulties have the opportunity to contact the respective ministers / pastors of the four participating churches to discuss their financial situation and avenues of assistance that may be available.

## Fee / Levies Collection Procedure

1. Accounts are sent out in the second week of each term and require payment within 21 days.
2. All parents or caregivers who have not paid their account by the due date will be sent an overdue notice.
3. Any account holders who have not made payment or contacted the school will receive a copy of an URGENT NOTICE - OVERDUE ACCOUNT letter.
4. If no payment is received or contact made with the school within 14 days of sending this letter, the matter will be handed over to a debt collection agency. The family concerned will be liable for all debt recovery costs.
5. If an account remains in arrears and satisfactory formal arrangements to bring it up to date have not been made, or are being kept, the school reserves the right to terminate the enrolment of family members.

## Fees Concession procedures

1. Families wishing to apply for concessional fees should do so on the form "Application for Concessional Fees" obtainable from the School at the start of the school year.
2. Parents or caregivers requesting concessions must provide evidence of gross income, tax and housing / mortgage costs. Pay slips, ATO statement and Centrelink statements are acceptable evidence of income, and rental receipts or bank society statements and rate notices as evidence of housing costs.
3. The application is aimed at determining a just and equitable fee which is within the family's ability to pay.
4. No allowance is made for repayments on such items as holiday houses, luxury cars, investment houses, pools, etc. If a family so decided its priorities to encompass these things, the burden of that decision is the families.
5. Once a fee concession is granted, it is essential that this commitment is honoured in full and on time. If family circumstances change the school must be informed.
6. If Fee Concessions are required beyond the current year, new arrangements must be negotiated each year.