



Sacred Heart Primary School Sandgate caters for boys and girls from Prep to Year 7, and as an educational ministry of the Catholic Parish of Sandgate Brighton forms part of the Brisbane Archdiocesan system of schools.

SCHOOL FEE POLICY

Rationale

School fees and levies play a pivotal role in meeting the school's ongoing financial commitments and fulfilment of its educational endeavours.

Sacred Heart is committed to effective organisation and administration within our school.

Values

Our school fee policy is based upon the principles of equity, justice, and pastoral care for the members of our community. All families within the school community are expected to contribute to the financial commitments of the school.

Policy Statement

School fees and levies charged to parents are set and reviewed annually by the School Board to ensure that they are equitable for all families and are commensurate with the facilities and services which the school provides.

School fee accounts are to be paid by their due date.

Continuing enrolment may not be granted to students when families neglect or ignore their financial commitment to the payment of school fees.

It is acknowledged that in rare and exceptional circumstances, some families can experience difficulty in meeting their financial commitments. This situation requires parents to make urgent confidential contact with the School Principal to make alternative arrangements for this commitment to be met.

In keeping with the mission of Catholic education, no child will be denied a place at Sacred Heart through a parent's genuine inability to pay full school fees.

In justice to families who pay their school fees regularly and on time, the School will follow up all overdue fee accounts.

The liability of each parent for the payment of fees and all other charges incurred by the school on behalf of a child is recorded upon enrolment on the 'Confirmation of Enrolment' form. Should any fees and charges not be paid as required, outstanding fees and charges may be referred to a debt collection agency.

PROCEDURES FOR COLLECTION OF FEES

- School Fee Account sent out with due date four weeks ahead.
- Fees received

or

Account re-sent (Friendly Reminder) to those families who have not returned fees by due date. Further two weeks provided for payment.

- Accounts remaining overdue with no contact from the parent - letter will be sent to families reminding them about school policy, with a request to contact the Principal within one week. Policy will be attached.
- Accounts remaining overdue with no contact from the parent - account will be referred to a debt collection agency.

Where a family is unable to pay the prescribed school fees in accordance with the School Fees Policy there are two options:

- 1) Agreement - a confidential formal agreement entered into with the Principal for outstanding fees to be paid over an extended period of time, or
- 2) Concession – in rare and exceptional circumstances a confidential discussion around the possibility of a fee concession will be required.

The concession process requires open disclosure of the reasons for the inability to make full payment and an attempt to agree upon a just and equitable amount for the family to pay. A concession will only relate to the 'fees' component of the outstanding account and not to the levies due. No allowance for concession will be made in circumstances where extra curricular activities such as holidays or luxury items are proposed as reasons for non-payment.

The final decision on whether Agreement or Concession will be applied lies with the Principal.

The terms of Agreement or Concession arrangements must be reviewed annually or as circumstances change, whichever is the sooner.

From time to time some families ignore all approaches by the school for meaningful discussions to be held regarding outstanding school fees debts. In these circumstances any costs associated with the recovery of of outstanding school debts through a debt collection agency will be added to the total amount payable.