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PRINCIPLES

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PROCEDURES

1. Annual fees and charges including maximum increases shall be set by the School Advisory Council in accordance with CECWA advice provided during the budget process and put to the Annual General School Meeting. If there is a need to exceed the maximum increase in school fees and charges, the school shall gain approval of the Director of Catholic Education.
2. On application for admission, parents and/or guardians will be provided with a Handbook outlining the school fee charges and policy, and details of any additional charges and information relating to the school fee concession policy. The School Fee Policy will be posted on the School Website.
3. A non-refundable Application Fee of \$25 must be paid when submitting an application to attend Queen of Apostles School. Once offered a place, an Enrolment Fee of \$300 must be paid to confirm acceptance of a place. This Enrolment Fee will be refunded on the first fee statement; however, it is non-refundable should the position be accepted and then later declined.
4. Fees still apply to students on holiday or absent from school.
5. A place will not be held for longer than six months unless approved by the principal. Requests must be made in writing to the principal.
6. Families that are holders of an eligible means-tested family concession card are required to provide evidence that their card is valid for the duration of the academic year and complete a Health Care Card Tuition Fee Discount Scheme form, to be eligible for discounted school fees as per CECWA Health Care Card Discount Scheme, with the addition of a discounted Family Building Levy charge and specific additional charges associated with excursions, camps, dance lessons and activities with direct user pays costs.
7. Queen of Apostles School offers sibling discounts for families with siblings enrolled in Kindergarten through to Year 6, as per CECWA suggested sibling discount levels.
8. Payment plans will be set up upon request from parents, to give the opportunity for smaller more regular payments as opposed to term payments.
9. If parents are experiencing financial difficulty paying the fee account, then an appointment must be made with the Principal to discuss method of payment, concessions and remissions if required. The Principal may, from time to time, request financial information from families to support applications for fee concessions or any other concessions.
10. A timeline for adjusted payments will be set up for those parents who are having difficulty paying fees and have had a meeting with the Principal with financial documentation as requested.
11. School Fee Accounts will be sent out at the beginning of the year and a Statement/Reminder issued in Term 2, 3 and 4. Fees are due by the date given on the fee account and before the end of each term
12. When Queen of Apostles School office is notified parents have split/separated, the child's fee account and contact/emergency details will be updated to reflect the situation. Responsibility for the Fee Account will be split evenly between the people who have signed the Confirmation of Enrolment Form, unless otherwise advised in writing by both parents.

FEE COLLECTION

1. If a term fees have not been paid by the end of the term or the due date on the account, a written communication shall be sent to the parents, bringing promptly to their attention the outstanding balance.
2. Should there be no response within 14 days, the Principal or Finance Manager shall approach the parents on a personal basis, in a sensitive, discreet and confidential manner.
3. If the personal approach cannot be made, or no action results from it within another 14 days, a formal registered letter from the school Principal will be sent to remind parents of their financial obligations. This letter will include an invitation to discuss the matter with the school and a specified timeframe for a response, as per CECWA Sample Letter 1: *Fee Obligations* in the *Supporting Guidelines* Document.
4. Should there be no response or action within 14 days of the letter, the school Principal shall send a formal registered letter with a final notice, seeking payment and outlining the possible outcomes, including legal action, which could occur if payment is not received within the specified timeframe, as per CECWA Sample Letter 2: *Fee Obligations* in the *Supporting Guidelines* Document.
5. If, despite this last letter, there is no response or action from the parent and/or guardian to resolve the payment of school fees, the Finance Manager will present to School Advisory Council, all documentation showing the attempts to collect the school fees (with names removed) and ask for the Council approval to engage the services of a debt collection agency or a solicitor to recover outstanding fees and any additional costs incurred in the recovery of the outstanding debt.
6. In the event that debt collection agent is not successful in contacting the parents or in establishing a debt repayment plan, schools may consider initiating court proceedings, by following the CECWA School Fees: Setting and Collection policy.