



ST JOHN BOSCO
COLLEGE
JOY IN LEARNING

FEE COLLECTION POLICY

REVIEW HISTORY

Originally Written:	Reviewed by:		Revised:	Next Review:
2016	College Staff		2019	2020

RATIONALE

St John Bosco College supports The Catholic Education Commission of Western Australia (CECWA) in its responsibility to make a Catholic education available to all Catholic students whose parents seek a Catholic education for them, insofar as this is possible, while embodying the Church's preferential option for the poor and disadvantaged. St John Bosco College has a responsibility to communicate the financial constraints under which they operate, to parents enrolling their children at the College. Parents are asked to make a commitment to support the College's education program financially by paying fees.

The Bishops of Western Australia have approved the collection of College fees from parents as a necessary contribution to the costs of delivering a Catholic education.

PRINCIPLES

1. All Colleges shall have a direct relationship between College fees and the socio-economic status of the College community.
2. The College Board has the responsibility for the financial management of the St John Bosco College and, consequently, is responsible for the collection of College fees.
3. The College Board shall actively pursue the collection of College fees where parents have the capacity to pay fees.
4. The inability to pay College fees shall never be the reason for the non-enrolment or exclusion of any child from St John Bosco College.
5. The withholding of services to students will not be used as a fee collection strategy.
6. Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of College fees.
7. Families with limited financial resources and means tested family concession cardholders e.g. (Health Care Card) have an entitlement to claim some form of fee concession. Requests for fee concessions shall be treated with dignity, compassion and confidentiality.
8. Where parents and/or guardian have the capacity to pay fees, the collection of College fees shall be actively pursued.

PROCEDURES

1. Annual fees and charges including maximum increases shall be set by the College Board in accordance with CECWA advice provided during the budget process each year.
2. On application for enrolment, parents will be provided with the College's fee policy. This includes details of any additional charges and information relating to the College's fee concession policy. (Any clarification needed by the parents about the College's fee policy can be given at the enrolment interview).
3. The College Board shall determine the level of sibling discounts.

The following discount levels apply:

1st child 0%

2nd child 20%

3rd child 40%

4th child & beyond 100%

4. Kindergarten fees shall be charged as a proportion of the respective first child full time fee.
5. The CECWA decision regarding automatic tuition fees discounts for the holders of eligible means tested family concession cards shall be implemented. The fee level shall be that which is communicated to schools by Catholic Education WA during the budget process each year.
6. College fees comprise the following:
 - a) **Building Levy:** The Building Levy is charged on a per family basis. Income from the Building Levy is used for capital items, e.g., repayments on loans for buildings as determined by Catholic Education WA.
 - b) **P & F Levy:** This levy is collected by the Friends of St John Bosco via the College fee account. Funds from this levy will enhance student resources and pay the annual PFFWA subscription.
 - c) **Amenities Fee:** The Amenities Fee is charged per child. The money is used in the following way: to purchase a wide range of textbooks, stationery, art and craft materials and other sundry items consumed by the children during the course of the year. This also contributes to the ICT infrastructure of the College and specialised hardware in the College as well as costs for insurance for the individual College devices. This covers children for the duration of the College day with CCI insurance. This fee is not refundable if a child leaves during the year.
 - d) **Application for Enrolment Fee:** A \$35 (GST inc) Application Fee is charged to ensure places sought are bonafide. If the place available is not accepted the Fee is not refundable.
 - e) **Acceptance of Enrolment Fee:** An amount of \$200 is charged per child when an offer of enrolment is made. This \$200 is deducted from College fees in the year of enrolment. Where circumstances beyond the control of parents, result in an acceptance of enrolment not being fulfilled the principal shall give consideration to a refund of the Acceptance of Enrolment fee.
7. **Terms of Payment:** College Fees are payable within 14 days from receipt of a statement. If this option is not exercised, then the College fees are payable over three instalments. If these arrangements cannot be met, the family can negotiate other options for payment with the Dean of Finance.

8. **Payments Options:** Fees may be paid in cash, cheque, Direct Debit, B-Pay or EFTPOS. Forms for Direct Debit can be obtained from the Administration.
9. **Collection of Outstanding Fees:** St John Bosco College shall ensure that, prior to legal action, all reasonable efforts have been made to contact parents and/or guardians in order to resolve fee payment issues. The following procedures to negotiate a fee repayment strategy will be as follows:
 - a) Should the parent/guardian ignore the request for payment of College fees and charges a phone call is made to anyone with non-payment activity of fees. Dependent on the outcome of the conversation, this may be followed up with an Outstanding Account Letter or a meeting with the Principal.
 - b) Should the parent/guardian fail to respond to all reasonable efforts to resolve the outstanding fees another letter will be sent advising that the matter will be handed to a debt collection agency or solicitor for recovery action, and any additional costs will be added to the account in accordance with the policy.
10. **Withdrawal:** Please be advised that if you intend leaving St John Bosco College, the College Principal **MUST** be notified in writing as soon as possible. Payment of one term's fees is required when less than one term's written notification of withdrawal from the College is not given. Any outstanding fees must be paid in full prior to departure.
11. **Reimbursement of fees:** In the event of a family withdrawing a child from the College mid-term, there will be no reimbursement of fees paid in advance for that term. Reimbursement will be made for any remaining full terms. Fees paid on an annual basis will be reimbursed for any remaining full terms. Individual cases will be treated on their own merits and the Principal's decision will be final.
12. **Mid-term enrolment:** A family enrolling a child mid-term will be charged for the number of weeks remaining in that term.
13. **Enrolment:** No family will ever be refused a place at the College because of financial difficulties. Families experiencing hardship are invited to approach the Principal to discuss their circumstances and to arrange mutually satisfactory terms for payment. Requests for special terms must be negotiated each year.
14. **Split billing:** The responsibility for payment of fee accounts is joint and several. Families who wish to split their account equally between two parties must provide written advice to the College, signed by both parties, authorising the account to be divided equally. The College will consider the matter on a case-by-case basis.



FEE SCHEDULE 2019

APPLICATION FEE

\$35. This is a non-refundable processing fee that is to be paid with the initial application for enrolment. The fee does not guarantee an enrolment interview or offer of a place but simply includes the student's name on a waiting list with other students in that year of entry.

ENROLMENT DEPOSIT

An amount of \$200 is charged per child when an offer of enrolment is made. This \$200 is deducted from College fees in the year of enrolment. Where circumstances beyond the control of parents, result in an acceptance of enrolment not being fulfilled the principal shall give consideration to a refund of the Acceptance of Enrolment fee.

SUMMARY OF COLLEGE FEES AND CHARGES

SUMMARY OF COLLEGE FEES & CHARGES	Pre-Kindergarten	Kindergarten	Pre-Primary to Year 2	Year 3 to Year 6
Tuition Fee	\$2,700	\$775	\$1,290	\$1,290
Total Amenities and Levies		\$285	\$335	\$335
Total College Fees per student (Per Year)	\$2,700	\$1,060	\$1,625	\$1,625

Total Family Levies (including Building Levy and Friends of St John Bosco Levy)		\$234	\$298	\$298
---	--	--------------	--------------	--------------

Extra Charges				
Occupational Therapy & Speech Assessments (Compulsory Charge)		\$120		
Swimming (Compulsory Charge)				\$120

** Total Amenities and Levies breakdown				
ICT		\$115	\$115	\$115
EXCURSION / INCURSION		\$50	\$100	\$100
AMENITIES		\$100	\$100	\$100
INSURANCE		\$20	\$20	\$20

TUITION FEES FAMILY DISCOUNTS (KINDERGARTEN TO YEAR 5)

Tuition fees for siblings of current College students are discounted at the following rates:

- 2nd child 20%
- 3rd child 40%
- 4th child & beyond 100%

HEALTH CARE & PENSIONER CONCESSION CARD HOLDERS

Please contact the College Administration within two weeks of the commencement of Term 1 to check your eligibility for the CECWA HCC/PCC Discount Scheme. This scheme assists all families that hold a current Family Health Care Card or selected Pensioner.

Amenities Fee

An additional fee per student per annum is charged to cover the cost of art and craft materials, photocopying, book sets and other materials required in the classrooms.

Excursion / Incursion Fee

This fee per student per annum is charged to cover the cost of incursions, excursions, specialist lessons and bus travel.

ICT Levy

This contributes to the ICT infrastructure of the College and specialised hardware in the College as well as costs for insurance for the individual College devices.

Student Accident Insurance

All students will be covered by a comprehensive accident insurance policy which is paid for with this fee. This policy should not be considered as a replacement for private health insurance. Parents are to contact the College to make a claim.

Building Levy

Contributions towards this fund assist with the commitment towards capital facilities for your children. The Building Levy will be included on your account – please note this is an annual fee per family.

PAYMENT OPTION

Fees may be paid by BPay, EFTPOS, Direct Debit or Cheque

PAYMENT OF FEES

- Term 1 instalment due 5th April 2019
- Term 2 instalment due 28th June 2019
- Term 3 instalment due 20th September 2019

WITHDRAWAL FROM ST JOHN BOSCO COLLEGE

Please be advised that if you intend leaving St John Bosco College, **the College Principal MUST** be notified in writing as soon as possible. **Payment of one term's fees is required when less than one term's written notification of withdrawal from the College is not given.** Any outstanding fees must be paid in full prior to departure.