



St. Mary's School Altona

SCHOOL FEES POLICY

The setting of Fee levels in the school is made annually by the Parish Priest and School Principal in consultation with the School Education Board and School accountant and having due reference to budget requirements/needs based policies of the Catholic Education Commission of Victoria.

PAYMENT OF FEES

Diocesan Authorities have indicated that the fees raised shall be a Family Fee.

- Family Levy can be paid in full, in three term instalments, eight monthly instalments, sixteen fortnightly instalments BUT must be paid in FULL by the end of Term Three.
- Curriculum Levy and Excursion / Incursion Levy can also be paid in instalments BUT must be paid in FULL by a date set each year towards the end of Term One.

Fees may be paid by other arrangements as arranged with the Principal to ease financial burden.

A yearly fee account will be sent home to parents at the beginning of each year. Statements will be issued in the second last week of Terms One & Two with the Final Statement issued on Wednesday of the second last week of Term Three.

FEE EXEMPTIONS

Where parents cannot afford to pay School Fees, exemptions or part exemptions may be authorised by the Parish Priest or Principal.

All such arrangements must be ratified by the Parish Priest.

Our aim is to provide Catholic Education to all those who wish it without embarrassment because of financial state.

EDUCATION MAINTENANCE ALLOWANCE

The Principal will advise parents of their eligibility for Education Maintenance Allowance where appropriate.

The setting aside of this money as a contribution to School Fees is expected.

UNWILLINGNESS TO PAY

The case of parents who are unwilling to pay School Fees poses greater difficulties.

Such cases are likely to surface only after the child has commenced at school. Every effort must be made to help those parents understand their obligations. It becomes a matter of justice to other parents and students that they should meet their commitments.

The recovery of unpaid fees must be approached humanely and sensitively to protect the child as much as possible from the public embarrassment that could arise. Appropriate pastoral procedures should be initiated to ensure justice to all parents regarding their contribution.

The judgement as to whether parents are unable to pay because of their financial situation must err on the side of leniency, lest the Church be seen by the parents concerned to be unsympathetic to their situation.

Where there is a case of parents who are to all appearances able to pay fees but who are unwilling to do so, the matter is dealt with by the Principal and Parish Priest. After personal and pastoral contact with non payers, letters may be used to remind people of their obligations.

The balance is in securing reasonable justice to all parents by seeking to ensure that individual parents contribute their share. This must be placed in context of the Church's mission to care for and educate the student.

Statement from Parish Priest Archpriest Michael Kalka:

As St. Mary's is a Church run school I do need to charge fees and levies. Therefore, it is my clear expectation that all accounts will be paid in full by the 30th November of the current academic year. However, sometimes a family may have difficulty in making payments.

So, any family struggling to pay is asked to make an appointment with the Principal or the Parish Priest, so that a written document called a 'payment plan' can be signed by both parties and then kept on file at the school.

If by November 30th of the current academic year any family has not paid (in full) their school fees and levies, and they do not have a current payment plan, their financial file will be automatically handed to a debt collector.

Please understand that if I am forced to begin this debt collection process to recover your unpaid fees, then your ability to seek a future bank loan and your current credit rating, could be affected.

I am always prepared to negotiate. But I am not able to understand, and assist, your personal situation unless you are prepared to meet, and discuss, possibilities.

Yours faithfully

Archpriest Michael (Kalka) JP

Parish Priest