



## **CHRIST THE KING SCHOOL 2 – C12 (B) FEE COLLECTION POLICY**

The collection and setting of school fees for Christ the King School is in keeping with Catholic Education of Western Australia (CEWA) policy and is seen by the Bishops of Western Australia as a necessary contribution by parents towards the costs of delivering a Catholic education for their children.

Tuition fees, levies and other charges (e.g. excursions, camp fees, amenities and book hire) are considered to be school fees. These are set annually and announced to parents by the School Advisory Council at the annual general meeting and distributed to parents prior to the start of the school year. School fees may be paid annually, by term or by individual payment schedules. All accounts are to be paid in full before the 31 October of each school year, unless alternative arrangements have been made.

If for any reason parents withdraw their child/ren from enrolment at Christ the King School, a term's notice is required or fees for that term will be charged.

Recipients of social welfare benefits (health care card & pension card) are entitled to claim concession only on tuition fees. Parents experiencing financial difficulty are asked and encouraged to discuss their position with the school Bursar and when necessary, the school Principal, in order to negotiate a repayment schedule. Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy (Refer to 'Procedure to be adopted' below) - the services of a recognised debt collection agency or solicitor will be engaged. Pastoral care for school families is paramount in all decision making.

Confidentiality is assured in relation to the payment of school fees and the setting of any concession or repayment schedule. This is restricted to the Principal and school Bursar.

### Procedures to be adopted:

- 1) School fee accounts will be distributed during week 3 of term 1.
- 2) Fee payments are due by end of week 6 of term 1.
- 3) First reminder of school fee account will be distributed during week 10 of term 1.
- 4) Second reminder school fee account will be distributed in week 1 of term 2.
- 5) Third reminder school fee account will be posted to parents during week 3 of term 2. This letter advises intent to proceed with debt collection and / or legal action.

Where parents have ignored all reasonable attempts to negotiate a fee repayment strategy, the services of a recognised debt collection agency or solicitor will be engaged. The debt recovery cost, being 10% on fees collected, will be added to the outstanding fees.