Enrolment Policy

APPENDIX 1

School Fees Procedure

1. The parent/s or guardian/s responsible for payment of accounts is to sign the Acceptance of Enrolment Agreement and Financial Obligations form guaranteeing to pay accounts as they fall due.

2. School Fees payment is discussed at each enrolment interview and parents/guardians undertake to pay accounts in full unless negotiated with the principal through the implementation of the fee concession policy.

3. The school may check payment and student records at previous schools and parent/s or guardians may be requested to provide a letter from the previous school indicating that all fees are paid at the time of transfer.

4. The Annual Fee is billed over four school term installments.

5. The Term Account must be paid by the due date which will normally be 14 days after issue, or before the end of term.

6. Arrangements can be made in writing for fees to be paid in a lump sum in advance or over other periods of time within the term.

7. Accounts can be paid by cheque, cash, EFT, Centrepay or by direct deductions from nominated accounts or by payroll deduction if available.

8. The School Office must be contacted to obtain approval for an extension of time to pay an account if circumstances arise where an account cannot be settled by the due date.

9. Fees Concessions may be available for eligible applicants. Please see the Fees Concession Procedure (Appendix 2 of the Enrolment Policy)

10. Fees Concessions DO NOT apply to Prep Fees.

11. Should an account not be paid by the due date without prior arrangement through the School Office, the following steps will be followed:

   - Reminders will be sent out at the end of the payment period from invoice (14 days).
   - An initial contact will be made by letter reminding that the account is overdue and requesting that it be paid in full by the date shown on the letter.
   - In response to this letter the parent/s guardians may request an interview with the Principal to discuss the financial situation.
   - If payment is not received nor contact made with the school after the expiration of 14 days from the date of the first reminder letter, a phone call is made by the office.
   - Telephone contact by a senior staff member of the school may be made following issue of the second reminder letter.
   - The Parish Priest will be informed if payment is not received and no contact made after the above steps.
School Fees Procedure

- If fees due for a term have not been paid by the end of term, then the school may send a Final Demand – Overdue Invoice foreshadowing reference to a debt collection agency.

- If a debt collection agency is unsuccessful in securing payment of fees then the school’s principal and parish priest will consider a recommendation to the Executive Director of Catholic Education Services to retain solicitors to issue a formal letter of demand.

- St Michael’s School will follow Diocesan Policy – ‘School Fees Collection Procedure’ in the case where the above procedures are unsuccessful in the collection of fees.