

School Fees Policy

Rationale:

As a systemic Catholic Education Office school, Holy Family Catholic Primary School derives income from three major sources:

1. Commonwealth Government
2. Northern Territory Government
3. School fees from parents

These three revenue streams combined provide the basis of funding for the education of our child/ren. School fees are reviewed annually based on the required operating budget in consultation with the Catholic Education Council of the Northern Territory and the School Board to ensure they are consistent with budgetary requirements and parental expectations.

Aims:

As a result of this policy and the enrolment policy, the School community will be aware that:

- there is a need to contribute financially, by way of fees, to the education of our students;
- there is an expectation that fees will be paid on time and that a procedure for the collection of outstanding fees exists.

Fees and Charges:

Tuition Fees (per student) are set and reviewed by the Catholic Education Council of the Northern Territory on an annual basis.

Student Levy (per student) - covers standard subject lines along with photocopying, Information Communication Technology resources, classroom consumables and pastoral events.

With family, faith and friendship we are empowered to be architects of our learning



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Operational Levy – go towards covering operational costs of the school and is charged per family

Discounts - where a family has more than one child attending any of the Catholic Schools in the Northern Territory, a reduction in the Tuition Fee is applicable.

A discount of 5% of tuition fees is also available if fees paid before Term 1 Week 8.

Building Fund - donations to our Building Fund are fully tax deductible. Donations are not mandatory but are necessary for the maintenance of our school. Every dollar is invested back into the school for your child/ren.

Payment methods available are –

Cash or Cheque

EFTPOS

Direct Debit – forms available from office

Direct Credit – from your bank to ours


BPay

Centrelink – direct from your Centrelink payments

For further details on the above please contact the school office.

Implementation:

1. The Principal has responsibility for the financial management of the School and consequently, is responsible for the collection of school fees.
2. On application for enrolment, parents will be informed of the School's fee policy.
3. The collection of school fees must be approached in the spirit of Christian charity and justice.
4. Confidentiality of all information pertaining to parents and the payment of school fees is to be guaranteed.
5. The inability to pay school fees shall never be the reason for the exclusion of any child from a Catholic school.
6. Fees are typically sent out the middle of Term 1 by email and updated statements sent termly from then.


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7. Refunds of school fees are considered upon individual application and at the discretion of the Principal.
 8. School fees are to be paid in full by Friday Week 4 of Term unless on an approved payment plan
 9. Payment plans can be implemented with support from the Finance Officer
 10. Families who are late in paying fees and who have not responded to communications from the Finance Officer and/or committed to payment plan, the Finance Officer will have their account referred to the Principal who may then recommend that the matter be placed in the hands of the collection agency.
 11. Split billing is available where two or more people living in separate households are responsible for payment of school fees for a student. Split billing does NOT avoid joint and several liability. (Joint and Several Liability: Where two or more persons are individually liable in respect of the same liability) for payment of school fees but acts as a way of providing administrative assistance to the separate households. Our enrolment form requires that current court orders, if they exist, need to be provided to the School.

Withdrawal of Student:

Four weeks' notice must be given to the School's Principal before the withdrawal of a student. Failure to give such notice will involve payment of the pro-rata fee for the relative billing period, irrespective of the date the student may leave during the term. Refunds will be considered on application. Exceptions may be given in cases of transfers at short notice, or on compassionate grounds.

Financial Hardships

Holy Family Catholic Primary School is aware that time to time that families experience financial hardship. If this is the case, we direct families to meet with both the Principal and Finance Officer to fill out the appropriate application form to assist in the discussion of any financial relief.



Review/Ratification

Year of review	Ratified By / Date
2020	School Board Nov 2020
To be reviewed 2023	