

# School of the Good Shepherd Fees and Charges Policy



School of the Good Shepherd is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd. (MACS)

## 1. Delegation to Set and Vary Fees

1.1 The Principal has delegated power to set and vary fees of School of the Good Shepherd.

## 2. Setting School Fees, Levies and Ad Hoc

- 2.1 School of the Good Shepherd's procedure for setting school fees, levies and ad hoc charges recognises the significant contribution that School of the Good Shepherd makes to the cost of education through the generation of private income that includes the payment of fees by families.
- 2.2 School of the Good Shepherd sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.
- 2.3 FFPOS are not funded by Australian or State recurrent grant funding. FFPOS student fees should be set at local student fees, plus Australian and State government funding amounts and other overhead costs relating to FFPOS.
- 2.4 Fees for FFPOS must not be subsidised by recurrent grant or private income received for/from local students.
- 2.5 School of the Good Shepherd fees and levies are accessible in a variety of ways, including the School website at <http://www.soggladstonepark.catholic.edu.au/>.
- 2.6 School of the Good Shepherd communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its fees and levies. After consultation with the School Accountant, the School Leadership Team and the School Advisory Board, the Principal sets the fees for the following school year. Families are advised of the new fee schedule via the school newsletter. Fees are accessible on the school website.

## 3. Advice to Families, Invoicing and Collection of Fees and Levies

- 3.1 School of the Good Shepherd invoicing cycle and invoicing throughout the school year is as follows:
  - School fees are charged per family and can be paid in a variety of ways. Statements are sent home each term to remind parents when payments are due. It is important that families who experience difficulty with school fees, contact the office to discuss this. Fees payable
  - A Curriculum Levy is charged PER STUDENT and is due in Term 1. The Curriculum Levy covers all the classroom requirements needed, e.g. books, pencils, paper, art equipment, use of technology equipment, Literacy & Numeracy resources, incursions, excursions, RE texts, etc
  - Capital Fee is charged PER FAMILY due at the beginning of the year. This levy contributes towards the improvement and maintenance of our buildings and grounds
  - School Fees are charged PER FAMILY, and are due in Terms 1, 2, 3 and 4. You can elect to pay school fees per term, monthly or annually in Term 1.
  - Camp and Sacramental Levies are charged PER STUDENT and are

ADDITIONAL to the Curriculum Levy and School Fees.

- 3.2 School of the Good Shepherd is responsible for its own debt collection throughout the school year.
- 3.3 School of the Good Shepherd will make every effort to help families understand their obligation to pay fees and levies.
- 3.4 School of the Good Shepherd will discuss payment of school fees and levies, and establish a payment method with families at the time of student enrolment.
- 3.5 The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school.
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached humanely and sensitively to protect the student as much as possible from the public embarrassment that could arise.
- 3.7 All collection approaches to families will be based on appropriate pastoral procedures.
- 3.8 A judgment by the Principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.

#### **4. Fee Remissions and Concessions**

- 4.1 School of the Good Shepherd will provide fee remissions/concessions to families in need, including students who hold an HCC.
- 4.2 The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable) to the Principal of School of the Good Shepherd.
- 4.3 Refer to the School of the Good Shepherd Primary School Concessional School Fees Policy for further information.

### **Procedures**

#### **1. Setting and Varying Schools Fees, levies and ad hoc charges**

- 1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise School families of the following year's fees and levies
- 1.2 When setting School fees and levies, the Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the School, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.
- 1.3 Where the school accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

#### **2. Billing Fees, Levies and Fee Concessions/Remissions**

- 2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the School's accounting system, in accordance with the School's billing cycle. All fees and charges are billed at the beginning of the school year, with statement reminders sent out once per term. All information is available on the ICON Parent Portal.
  - A Curriculum Levy is charged PER STUDENT and is due in Term 1. The Curriculum Levy covers all the classroom requirements needed, e.g. books, pencils, paper, art equipment, use of technology equipment, Literacy & Numeracy resources, incursions, excursions, RE texts, etc
  - Capital Fee is charged PER FAMILY due at the beginning of the year. This levy contributes towards the improvement and maintenance of our buildings and grounds
  - School Fees are charged PER FAMILY, and are due in Terms 1, 2, 3 and 4. You can elect to pay school fees per term, monthly or annually in Term 1.
  - Camp and Sacramental Levies are charged PER STUDENT and are ADDITIONAL to the Curriculum Levy and School Fees.
- 2.2 Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the full fee or levy charged.

- 2.3 **School of the Good Shepherd** follows the procedures detailed in the School of the Good Shepherd Primary School Concessional Fee Policy to determine appropriate fee concessions or remissions.

### **3. Collection of Fees, Levies and Ad Hoc Charges**

- 3.1 The Principal of School of the Good Shepherd will establish a payment method with families at the time of student enrolment.
- 3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment.
- 3.3 Where payment is made in cash, or on request, the School will issue a School accounting system generated receipt.
- 3.4 School of the Good Shepherd will issue periodic statements (at least once per term) to families, to assist with fee collection.
- 3.5 If a family fails to keep up with their payment commitment, the Principal will bring the matter to their attention promptly and seek resolution. Debt recovery process may need to be initiated, including follow up phone calls, letters and formal debt recovery.
- 3.6 School of the Good Shepherd will follow up debt recovery in a sensitive, discreet and confidential manner. Parents/guardians will be invited to discuss the matter with the Principal.
- 3.7 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.

# School of the Good Shepherd Concessional Fee Policy



School of the Good Shepherd is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd. (MACS)

## 1. Eligibility for Concessional School Fees

1.1 The following families are strongly encouraged to apply for concessional school fees:

- Any family of Aboriginal or Torres Strait Islander heritage.
- Any family holding an HCC and eligible for CSEF.
- Any family experiencing severe financial hardship.
- Any family holding a DVA Gold Card.
- Any family identified as refugees and holding an ImmiCard.
- Any family required to relocate their (Australian resident) child to St. Michael's Catholic Primary School, North Melbourne, due to the child requiring long term medical treatment at The Royal Children's Hospital, Melbourne. Pro-rata concession is provided for part-year attendance. An annual statutory declaration is required to confirm eligibility.
- HSS who attend a MACS primary school on a part time basis, who meet any of the criteria detailed above.

## 2. Ineligibility for Concessional School Fees

2.1 FFPOS or full time HSS are ineligible for the concession as no government funding is available for FFPOS or full time HSS.

## 3. Concessional School Fees for Eligible Students

3.1 Students of eligible families are entitled to concessional school fees.

3.2 The school fee for eligible students is:

- 1 child – \$15 per child per week, direct debit (\$780 per annum or \$195 per term)
- 2 children – \$23 for the family per week, direct debit (\$1,196 per annum, or \$299 per term)
- 3 + children – \$30 for the family per week, direct debit (\$1,560 per annum, or \$390 per term)

3.3 The above fees cover both tuition fees and levies.

## Procedures

### **4. Application for Concessional School Fees**

- 4.1 Applications for concessional school fees must be made on the School of the Good Shepherd approved form.
- 4.2 Information provided in support of concessional school fees must be treated in the strictest confidence, in accordance with the School's Privacy Policy.

### **5. Successful Applications for Concessional School Fees**

- 5.1 The Principal of School of the Good Shepherd is delegated the authority to approve concessional school fees,
- 5.2 When an application for concessional school fees is approved, an automated payment plan must be established. Where applicable, the payment plan should be set up through CentrePay or via direct credit to the School.
- 5.3 When invoicing families for concessional school fees, School of the Good Shepherd will invoice school fees and levy in full and then show a fee remission on the invoice so that the invoice total reflects the concessional school fee amount.

### **6. Unsuccessful Applications for Concessional School Fees**

- 6.1 In the circumstance that a family applies for but does not meet the threshold for a school fee reduction, the Principal will work out an appropriate payment plan with the family.
- 6.2 Unsuccessful applications for concessional school fees are not entitled to top up grants.