



## **St Ignatius School, Toowong School Fees and Fee Collection Policy Policy No: 4**

### **1. Rationale**

A just and equitable fee structure is offered to families seeking a Catholic education for their children at St Ignatius School, Toowong. To allow the school to function effectively, the collection of fees is necessary. We encourage families to pay fees, but recognise that financial circumstances may vary.

### **2. Values**

**The following values have been identified from the school's mission statement as appropriate to this policy.**

- Welcoming caring community
- Self-acceptance and self-respect
- Service
- Supportive and challenging environment
- Care of each individual
- Holistic Catholic Education

### **3. Policy Statement**

St Ignatius School is a Christ-centred community within St Ignatius Parish, Toowong. Students from the community are enrolled on the understanding that both parents and students appreciate and support the school's fee collection policy in addition to the philosophy and ethos of a Catholic school.

### **4. Implementation**

Fees are set in Term 4 of the preceding year, as part of the budget formulation process, by the Principal in consultation with the School Board and the Administration Secretary. Recommendations made by Brisbane Catholic Education concerning fees are taken into account in this process. The budget and fee structure are presented to the School Board for approval.

Parents are advised of fees and levies through the school prospectus and through the school newsletter. Parents are invited, through the school newsletter to apply to the Principal for fee concession if they have a need for such. These concessions are confidential. Only the Principal and Administration Secretary are aware of them.

Fee accounts are emailed to families once a term. Fees and levies can be paid for the year by the term, monthly or by negotiation.

Fee accounts for families starting mid-way through a term are adjusted on a pro rata basis. Families leaving the school must give 4 weeks' notice of their departure date to ensure a pro rata refund on a term's fees.

Fees are emailed to families in the second week of each term and are payable in 21 days (3 weeks).

At the above due dates account reminders are sent to all families in arrears.

A letter from the Principal follows if the arrears are not paid.

At the end of each term, the Principal/Finance Secretary communicates with parents, who have not responded to these reminders.

Arrangements are made for payment or concession at this time. Some contribution towards fees must be made when negotiating a concession. If concessions are required beyond the current school year, new arrangements must be negotiated each school year.

Should a parent not respond to the above pastoral practices, their account is given to a Debt Collector.

***Confidentiality and the dignity of the family will be maintained in all matters pertaining to collection of fees.***

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