

# **COLLECTION OF SCHOOL FEES**

**Policy No. 4.8**

# Holy Spirit Community School North Ringwood

## **PURPOSE:**

The school is dependent on school fees to enable it to meet the financial gap between operating costs and Government Grants.

## **GUIDELINES:**

- When parents initially enrol their children at Holy Spirit School an enrolment form is signed whereby an agreement is made to meet the payment of school fees.
- School fees at Holy Spirit School are set at a flat rate cost per family, regardless of how many children are enrolled. Other compulsory levies are also charged per child.
- School Fees are increased at the start of the new school year, and generally reflect rises in the C.P.I. (approximately 3%).
- The total amount is billed in the first week of February with required installment payment dates.
- If there is no response an 'Account Rendered' is sent home through the tote system.
- Failing any type of response, a written letter is sent home with the amount outstanding. Parents are requested to make contact with the Principal or Bursar to discuss any difficulties meeting the agreed payments.
- The school appreciates that there may be circumstances at various times of the year which prevent full payment of fees being made within the required period of time. Arrangements are made to meet with families encountering genuine difficulties to discuss and perhaps set out a scheme of repayment.
- If still no attempt is made to contact the Principal or Bursar, details will be forwarded to NCML for collection purposes. All charges associated with this process will be passed onto the families concerned.

Every effort is made to collect all school fees/levies.

**Staff November 2014**