



722.3 SCHOOL FEES COLLECTION

BRISBANE ARCHDIOCESAN COLLEGES AND ARCHDIOCESAN PRIMARY SCHOOLS

Updated July 2012

Introduction

All families who are financially able should pay fees as set and advised annually by the school or college. It is expected that school fees charged will be paid by the due date.

No Catholic child is excluded from an Archdiocesan school or college on the grounds of genuine inability of the family to pay fees. See [Fee Concessions \(722.2\)](#).

Procedure

Issuing of Accounts

1. Accounts for fees and building fund levy should be forwarded to parents within the first two weeks of each fee period eg term. Fees and building fund levy should be separately identified on the account.
2. The fee account should show a due date for payment of the fees. The due date should generally be within 10 - 30 days from the date of issue but should not extend beyond the last day of the period that the fee account has been issued in.

Reminder Notices

3. On expiry of the due date, an Account Rendered – Reminder Notice is sent, giving families fourteen days to pay.
4. If a suitable response is not received within fourteen days, the principal or a designated person i.e. administration officer is to contact the family. The object of the phone call/contact is:
 - [a] To collect fees in full or in instalments; or
 - [b] To establish beyond doubt the capacity to pay; or
 - [c] To establish beyond doubt the inability of the family to pay fees and hence establish the amount of concession to fees applicable.

If there are no obvious extenuating circumstances, the principal or designated person may warn the family that the collection process will begin.

Where language and ethnic circumstances warrant, contact through a liaison person is recommended. If no response is made to a contact letter, a follow-up phone call must be made.

5. If suitable arrangements are unable to be made following the sending out of a reminder notice and personal contact, the principal or designated person may send out a Final Notice giving a further 2 weeks to pay.

Collection Agency

6. If, after two weeks from sending the Final Notice letter no satisfactory arrangements have been reached and there appears to be no other workable solution, then the account may be sent to a collection agency.

7. Although families should pay the school or college, some will pay the collection agency. If this is the case, the amount should be remitted to the school or college by the collection agency on a monthly basis and banked to the Fees Account.

8. If parents object to the process, the principal refers them to the area supervisor.

Court Action

1. It must be accepted that by initiating these procedures, on rare occasions it may be necessary for the school or college to proceed to further action. Such occasions occur when there is clear evidence of ability to pay and also a total disregard by the parents of their responsibility to pay for their children's education.

To proceed to court action, authorisation must be obtained from the Chief Financial Officer, Financial Services (BCEO). When formally requesting this authorisation, please provide clear evidence of the following:

- [a] the parents do have the capacity to pay for their child's education.
- [b] there is a good and reasonable chance of successful recovery of most if not all of the outstanding debt.
- [c] all other avenues to recover the debt have been exhausted
- [d] the legal costs involved are not significant and do not outweigh the potential recovery amount.

Concessions

1. See [Henderson Poverty Lines](#) for information for use in assessing eligibility for fees' concessions.

Additional Points to note

1. The principal or designated person must document all communications with families - phone calls, interviews, correspondence
2. The principal may place a general note in the newsletter at an appropriate time about the volume of outstanding fees and the requirement to pass bad debts onto the collection agency.
3. When parents apply for enrolment of children for whom they have not paid school fees at a previous systemic school, the enrolment should not be confirmed until the debt is paid or waived on the previous principal's advice. Arrangements for payment of future fees must then be put in place before proceeding with the enrolment.
4. Attached are samples of [Fee Collection and Payment Policy \(colleges\)](#) and [Fee Collection and Payment Policy \(schools\)](#) that may be used to advise families of the school or college arrangements in regards to the payment of school fees.