

<b>Title</b>	School Fees and Levies Policy
<b>Description of policy</b>	This policy sets out obligations and procedures to ensure that school fees are charged consistently and in accordance with the fee levels and procedures set by the Catholic Education Commission (CEC).
<b>Required because</b>	To ensure consistent treatment of fees across all CECG schools.
<b>Description of changes</b>	<ul style="list-style-type: none"> <li>• Clarified the basis for family discount (paragraph 4.2) and introduced a new Family Relationship Declaration Form instead of step-parents signing the enrolment contract.</li> <li>• Added the Family Discount Fact Sheet to illustrate the basis for discounted fees for students with a family relationship.</li> </ul>
<b>Applies to</b>	<input type="checkbox"/> Organisation-wide <input checked="" type="checkbox"/> Specific: Schools <input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff and students
<b>Status</b>	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

<b>Publication location</b>	<a href="#">Intranet</a> and <a href="#">Public Website</a>
<b>Related documents</b>	<a href="#">Split Billing Request Form</a> <a href="#">Family Relationship Declaration</a> <a href="#">Family Discount Fact Sheet</a> <a href="#">Application for Fee Concession</a> <a href="#">School Fee Concession Guide</a>
<b>Intranet category</b>	School Finance
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## 1. Summary

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- 1.1 This policy sets out obligations and procedures to ensure that school fees are charged in accordance with the fee levels and procedures set by the Catholic Education Commission (CEC).
- 1.2 It ensures that:
  - The basis of CECG fees is clear
  - schools and parents understand how family structures are relevant for fee billing purposes
  - fee concessions are authorised appropriately and consistently, to support those in genuine financial need and allow these parents to maintain their dignity
  - refunds are granted consistently if children are removed from schools
  - appropriate action is taken to recover unpaid school fees.
- 1.3 It applies to all Catholic Education Archdiocese of Canberra and Goulburn (CECG) schools in the ACT and NSW.

## 2. School Fees and Levies Policy

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- 2.1 CECG policy is that no child is to be denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/carer to meet financial requirements.
- 2.2 School fees must be charged in accordance with the fee levels and principles set annually by the CEC.
- 2.3 To ensure that no child is denied Catholic schooling, fee concessions are available in line with the procedures set out below. Where families are deemed to have the capacity to pay but they are experiencing temporary cash flow problems, a temporary fee concession may apply.
- 2.4 Every effort is to be made by the school to recover fees from parents who are considered to have the capacity to pay, in line with procedures below.
- 2.5 For billing purposes, the person who has responsibility for paying school fees and levies is the person(s) who signed the Enrolment Form (prior to 2020), the Enrolment Contract or the [Family Relationship and Financial Responsibility Declaration](#).
- 2.6 All families must be invoiced the full fees and the invoiced amounts processed through the school's accounts, with remissions and write-offs processed separately.
- 2.7 Schools must send fee invoices at the beginning of each term (preferably in the first two weeks). The front office staff will check invoice batches to make sure all relevant families have been invoiced each term.

## 3. School Fees

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- 3.1 School fees consist of:
  - The combination of local school levies and the CEO tuition fees both set annually by the CEC.
  - for ACT schools only: a voluntary Building Fund contribution which is also set annually by the CEC.

## 4. Eligibility to be Treated as a Family for Enrolment and Billing Purposes

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- 4.1 Establishing who is in the family relationship is important to apply sibling discounts, to determine enrolment priority, and for invoicing.
- 4.2 Students have a family relationship if they:
- Have parents in common, AND
  - The parents in common are financially responsible for all related students.
- 4.3 Parents in common means:
- parents/carers who reside at the same address (birth parents, adoptive or foster parents/carers, or married or de-facto partners/step-parents), or
  - parents/carers with parental responsibility under the Family Law Act who reside at different addresses (birth parents, adoptive parents, or other parents with legal responsibility under the Family Law Act).
- 4.4 Financially Responsible means the parents seeking sibling discount are liable for the fees for all students with a family relationship, because they have signed:
- A student's enrolment contract, OR
  - The [Family Relationship and Financial Responsibility Declaration](#)
    - The [Declaration](#) is often used when family circumstances change and parents claim discount for students not previously related (step-siblings)
- 4.5 The [Sibling Discount Fact Sheet](#) illustrates how these principles may apply in different circumstances.
- 4.6 Full fees apply to the eldest child in the family (subject to the Fee Concession Guide) with sibling discounts applied to the younger siblings.

## 5. Split Billing

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- 5.1 Responsibility for fees can be split by completing the split billing request in the enrolment contract or, if a contract already exists, the [Split Billing Request Form](#).
- 5.2 If parents/carers with shared financial responsibility live at different addresses but do not have a signed split billing arrangement, schools will send a statement for a student's full fees to each household for parents/carers to arrange appropriate payment. This is an administrative measure only and does not alter parents/carers joint and several liability for fees (absent a split billing arrangement).

## 6. Fee Concessions

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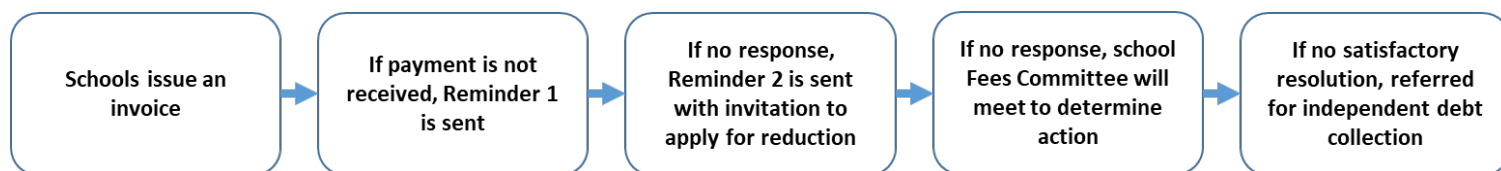
- 6.1 Parents may apply for fees concession in circumstances of financial hardship by completing the CECG Application for Fee Concessions.
- 6.2 Please note Full Fee Paying Students are not entitled to apply for fee concessions of any kind. Being a Full Fee Paying Student is as a result of visa type, terms and conditions. Refer to the [Enrolling Students on Visas Fact Sheet](#) for more information.
- 6.3 Fee concessions are approved in line with the CECG [School Fee Concession Guide](#).

## 7. Refund of School Fees Where a Child is Withdrawn During Term Time

- 7.1 In line with the CECG Enrolment Contract, if a student’s enrolment ends for any reason the school fees, levies and charges continue to accrue up to and including the last day on which the student attends the school. Any fees paid in advance for days beyond this will be refunded.

## 8. Collection of Unpaid Fees

- 8.1 The processes under the CECG School Fee Concession Guide ensure no child is denied Catholic schooling simply because of an inability (as opposed to an unwillingness) of a parent/carer, to meet financial requirements.
- 8.2 Schools are expected to make every effort to recover the applicable fees determined by the Concession Guide if they are not paid. This respects every family’s individual circumstances, their commitments to their school, and the needs of our students and schools.
- 8.3 The fees process includes the following stages and recommended timeframes:



Step	Stage of Process	Actor and Action
<b>One</b>	Invoicing	The school sends an invoice indicating total fees, the due date, and methods of payment
<b>Two</b>	Reminder 1	If fees are not received within two (2) weeks of the due date, the school will send a reminder letter notifying the parents that payment has not been received
<b>Three</b>	Reminder 2	If no satisfactory response is received six (6) weeks after the due date, the school will send a second letter formally notifying parents of the missed payment. The letter also invites parents to arrange an appointment with the Principal to discuss, in confidence, any difficulty in paying their outstanding fees, and outlines the collection process
<b>Four</b>	Consultation	If no satisfactory response is received ten (10) weeks after the due date, the CECG Finance in consultation with the school’s Principal will decide whether formal recovery processes (or write off) is appropriate.  When considering debt recovery action, CECG Finance takes into account the cost and value of recovery and the likelihood of success.
<b>Five</b>	Legal action	The school will refer the matter to an independent collection agency to make a final request for payment before commencing legal proceedings through the ACT or NSW Civil and Administrative Tribunal  The school must contact the CECG General Counsel and Finance team to obtain a Power of Attorney (POA) for the independent collection agency to bring the action before the Tribunal.

- 8.4 Under no circumstances is the school or its agents permitted to conduct matters in an intimidating or threatening manner, or seize goods and chattels for the recovery of outstanding debts.

## 9. Definitions

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- 9.1 **Full Fee Paying Students:** students on temporary student visas (visa number 500) or visas that do not permit them to enrol for more than six months. See [Enrolling Students on Visas Fact Sheet](#). These students are Full Fee Paying Students because they are not covered by Government Recurrent Funding. They must pay in advance, per term, the full fee for overseas students determined by the Catholic Education Commission.
- 9.2 **Fee Concession:** an arrangement under the CECG School Fees Concession Guide where a parent is not required to pay the full amount of fees.
- 9.3 **Fee Write-Off:** the process by which a school no longer records a fee as outstanding on its books and deems the fee to be irrecoverable.
- 9.4 **Financially Responsible:** Parents in Common who are liable for the fees for all students with a family relationship, because they have signed:
- A student's enrolment contract, OR
  - The [Family Relationship and Financial Responsibility Declaration](#)
- 9.5 Parents in common:
- parents/carers who reside at the same address (birth parents, adoptive or foster parents/carers, or married or de-facto partners/step-parents), or
  - parents/carers with parental responsibility under the Family Law Act who reside at different addresses (birth parents, adoptive parents, or other parents with legal responsibility under the Family Law Act).
- 9.6 **Family Relationship:** a family relationship exists where two or more children have have parents in common, AND the parents in common are financially responsible for all related students.

## 10. Related Documents and Legislation

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- 10.1 Related CECG Documents:
- [Split Billing Request Form](#)
  - Family Relationship Declaration
  - Family Discount Fact Sheet
  - [Application for Fee Concession](#)
  - [School Fee Concession Guide](#)

## 11. Contact

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- 11.1 For support or further questions relating to this policy, contact the CECG Finance Service Area.