Parish Thanksgiving Offering

New families attending a Parish primary school in 2011 must have paid the Thanksgiving Offering during 2010. This amount should be at least $460 and must be paid by 30 September 2010. Families need to pay the Thanksgiving Offering whilst their children attend a Parish Primary School. Parishioners, however, are asked to continue their support as their children leave the parish school.

School Fee Structure – per Family Fee

Each school has two levels of school fees:

1st Level

Total cost for the first level is $1275 (school fees) + $475 (Thanksgiving) = $1750.

The first level is for families who have paid the minimum Thanksgiving Offering to the Parish in 2010 and continue to contribute the minimum amount for each year whilst the children attend a Parish primary school.

Billing is done at the start of the year for the Full Year and this account is required to be paid in full by the end of July.

Payment may be made by Cash, Cheque, Credit Card or Direct Debit. Payment by instalment can be arranged with the office before the end of February.

This fee is dependent on families paying the minimum ($475) Thanksgiving Offering to the Parish.

2nd Level

The second level of school fees is for families who chose not to pay the Thanksgiving Offering OR those who do not pay the minimum amount.

Total school fee is $2200.00 – to be paid in full before the end of July.

Per Student Fee

Each student is charged a curriculum levy in November/December ($285 for 2011). This fee must be paid mid December so that resources can be purchased and distributed. There are additional costs for Sacramental classes (charged by the Parish) and school camps (usually Years 3-6). Interschool Sports are an additional charge (Years 5 & 6).
Sunbury Catholic Parish

School Fee Policy
for our Parish Primary Schools

The two primary schools of Our Lady of Mt Carmel Parish receive limited funding from government sources. Parents who choose to send their children to our Parish primary schools are therefore obliged to pay school fees in order for the schools to repay loans, running costs, salaries and educational requirements. Parents will also be expected to participate in and support fundraising activities, which assists in the areas of maintenance, playground amenities and additional resources in curriculum.

It is a matter of justice that all parents are meeting their obligation and therefore the school fee policy has been developed to assist all parents.

Process for Collection of Fees

1. At the end of previous year the school will inform parents of the fees, when due and payment options. Payments are to be made by the due date.

2. If there is a difficulty with fees at any stage, onus is on parents to communicate with school and contact the Principal who can negotiate a reasonable fee depending on circumstances. Also, some people, for budget purposes, need to pay fortnightly. The school can accommodate time payment plans, but requests are to be made at the beginning of the year.

3. Parents will be issued an account as shown below, and reminders throughout the year

<table>
<thead>
<tr>
<th>Fee</th>
<th>Sent Out</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book list, excursions, etc</td>
<td>End November</td>
<td>December</td>
</tr>
<tr>
<td>Yearly Fee (Full Amount)</td>
<td>February</td>
<td>End of July*</td>
</tr>
</tbody>
</table>

*Unless payment plan is in place.

4. If full amount is not received by the end of July, an Account Rendered is sent as a reminder.

5. One week later the Principal (or an agent of the Principal), will contact the parents. Arrangements are to be kept confidential between all parties.

6. If the agreed course of action is not implemented, a final letter will be sent one week later informing parents that the matter has been passed on to the Debt Collection Agency / Legal Team. In the event that the customer is in default of the obligation to pay, and the overdue account is then referred to an agency for collection, the commission payable and legal costs incurred shall be added to the amount outstanding and form part of the debt.

7. The Principal is to follow up the matter with the Agency. This will take place at various times during the year.

It is Parish policy that the two Parish Schools, St Anne’s and Our Lady of Mt Carmel, have the same school fees and the same school policy. There may be differences in other costs such as excursions.