

Sunbury Catholic Parish
School Fee Policy for our Parish Primary Schools

There are two primary schools in the Parish of Our Lady of Mt Carmel. The Parish established the two schools through the generosity of parishioners, and their continued support enables the Parish to sustain pastoral and financial assistance to our schools.

2018 School Fee Structure
Family Fee total cost - \$2130.00

This fee is charged annually per family. 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.

Per Student Fee

Each student is charged a curriculum levy in November/December (\$330 for 2018). This fee must be paid mid December 2017 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).

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 weekly, fortnightly or monthly. 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

Fee	Sent Out	Due
Book list, excursions, etc	Early November	December (paid in advance)
Yearly Fee (Full Amount)	February	End of July*

**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.