



St. Anthony's Primary School Toowoomba School Fees Procedure

Procedure Statement:

School Fees are set annually having regard for the needs of the school and the families who are members of the school community. All families commit to the payment of school fees. Arrangements made in exceptional circumstances remain the discretion of the Principal. By agreeing to and signing our enrolment form you have agreed to commit to the payment of school fees set out in the Annual Renewal Contract for the Payment of School Fees.

Procedure Guidelines:

- The Principal will ensure responsible and accountable management of school finances and that the school retains its financial viability.
- The Principal, in consultation with the TCSO accountant, set the School Fees by the end of October each year. This is done after considering the economic climate of the community, resourcing needs and estimated costs, projected enrolments and income for the following year.
- The Principal will ensure adequate facilities and opportunities are provided for students.
- Parents/Caregivers agree to meet their own financial commitments required by the school during the interview process
- School Fees Invoices are issued at the beginning of each school term (4 times per year) due for payment within 14 days or as agreed with the Principal.
- The purpose and level of School Fees is communicated to Parents or Caregivers during an enrolment interview or by the conclusion of Term 4 as the case may be.
- Parents/Caregivers are asked to discuss School Fees payment difficulties with the Principal in order to make a confidential short-term financial arrangement. Any agreement made is documented so both parties clearly understand the payment arrangement.
- Account Rendered Notices and a first letter of Reminder are mailed to families with outstanding accounts. This letter invites the Parents/Caregivers to an interview if the account cannot be settled immediately.
- If no satisfactory reply is received, one further communication will be made - ie a final letter of demand.
- In the event of this contract not being adhered to, ordinary collection processes have been exhausted with amounts are still outstanding and/or and a satisfactory agreement has not been reached, the debt collection process is initiated.