

St Martins of Tours Rosanna Fees and Charges Policy



St Martin of Tours Rosanna is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

1. Delegation to Set and Vary Fees

- 1.1 The Principal has delegated power to set and vary fees of St Martin of Tours Rosanna.

2. Setting School Fees, Levies and Ad Hoc

- 2.1 St Martin of Tours' procedure for setting school fees, levies and ad hoc charges recognises the significant contribution that St Martin of Tours Rosanna makes to the cost of education through the generation of private income that includes the payment of fees by families.
- 2.2 St Martin of Tours Rosanna sets and varies fees, levies and ad hoc according to criteria that represent a thorough and transparent assessment of the internal and external factors influencing costs and the families' ability to pay.
- 2.3 FFPOS are not funded by Australian or State recurrent grant funding. FFPOS student fees should set at local student fees, plus Australian and State government funding amounts and other overhead cost relating to FFPOS.
- 2.4 Fees for FFPOS must not be subsidised by recurrent grant or private income received for/from local students.
- 2.5 St Martin of Tours Rosanna fees and levies are accessible via request from the school office.
- 2.6 St Martin of Tours Rosanna communication/strategy plan makes provision for the development and review of strategies for the dissemination of information about its fees and levies. Families are issued with the fee schedule annually and information appears in the school newsletter and on the parent communication portal-Compass.

3. Advice to Families, Invoicing and Collection of Fees and Levies

- 3.1 St Martin of Tours Rosanna invoicing cycle and invoicing throughout the school year is as follows: Statements are issued to all families including families who choose a payment plan. Those choosing 3 instalments are invoiced for each instalment. Instalment payments are due at the end of Term 1, 2 and 3.
- 3.2 St Martin of Tours Rosanna is responsible for its own debt collection throughout the school year.
- 3.3 St Martin of Tours Rosanna will make every effort to help families understand their obligation to pay fees and levies.
- 3.4 St Martin of Tours Rosanna will discuss payment of school fees and levies, and establish a payment method with families at the time of student enrolment and on an annual basis.
- 3.5 The preferred method of payment is direct debit, established as part of student enrolment prior to commencing at the school and can be changed annually..
- 3.6 Recovery of unpaid fees, particularly if recovery involves legal action, will be approached humanely and sensitively to protect the student as much as possible from the public embarrassment that could arise.
- 3.7 All collection approaches to families will be based on appropriate pastoral procedures.
- 3.8 A judgment by the Principal as to whether families are unable to pay because of their financial situation will err on the side of leniency.

4. Fee Remissions and Concessions

- 4.1 St Martin of Tours Rosanna will provide fee remissions/concessions to families in need, including students who hold an HCC.
- 4.2 The MACS Board has delegated the power to provide fee remissions and/or concessions (as applicable) to the Principal of St Martin of Tours Rosanna.
- 4.3 Refer to the St Martin of Tours Primary School Concessional School Fees Policy for further information.

Procedures

1. Setting and Varying Schools Fees, levies and ad hoc charges

- 1.1 School fees and levies will be reviewed and set annually, in sufficient time to advise School families of the following year's fees and levies
- 1.2 When setting School fees and levies, the Principal will consider recurrent fees and levies to assist in meeting the operating expenses of the School, and capital fees to assist in the purchase of assets and/or repayment of loans for capital purposes.
- 1.3 Where the school accepts enrolment of FFPOS, separate fees and levies will be set for FFPOS.

2. Billing Fees, Levies and Fee Concessions/Remissions

- 2.1 Fee and levy billing and application of fee concessions/remissions are processed wholly within the School's accounting system, in accordance with the School's billing cycle. St Martin of Tours billing cycle is once a year at the beginning of the year. In the billing there is a family fee charge, family capital levy charge, compulsory class and excursion levy per child and camp levy for students in Years 4, 5 and 6.
- 2.2 Fees and levies are billed in full for all students, with any fee concessions or remissions applied to the full fee or levy charged.
- 2.3 St Martin of Tours Rosanna follows the procedures detailed in the St Martin of Tours Rosanna Primary School Concessional Fee Policy to determine appropriate fee concessions or remissions.

3. Collection of Fees, Levies and Ad Hoc Charges

- 3.1 St Martin of Tours Rosanna will establish a payment method with families at the time of student enrolment and on an annual basis.
- 3.2 The preferred method of payment of school fees, levies and charges is direct debit, established at the time of student enrolment and can be changed annually.
- 3.3 Where payment is made in cash, or on request, the School will issue a School accounting system generated receipt.
- 3.4 St Martin of Tours Rosanna will issue periodic statements (at least once per term) to families, to assist with fee collection.
- 3.5 If a family fails to keep up with their payment commitment, the Principal will bring the matter to their attention promptly and seek resolution. Debt recovery process may need to be initiated, including follow up phone calls, letters and formal debt recovery.
- 3.6 St Martin of Tours Rosanna will follow up debt recovery in a sensitive, discreet and confidential manner. Parents/guardians will be invited to discuss the matter with the Principal.
- 3.7 Whilst no child will be denied access to a Catholic education due to genuine financial hardship, when families decide on a Catholic school for their children they knowingly take on additional financial responsibilities associated with school fees, which must be honoured in accordance with normal commercial practices.



School Fees 2024

Fee Type	Amount \$	Comment
Family Fee	2290	Per Family
Capital Levy	610	Per Family
Class Curriculum Levy	575	Per Child
Excursion Levy	55	Per Child
Total School Fees	3530	One child
Year 4 Camp	240	
Year 5 and Year 6 Camp	430	

Payment Methods

Option 1 – Direct Debit/Credit card payments – a form must be completed each year. Credit card payments are monthly only. Please complete forms and return to office by Friday 8th December 2023

No of Children	Fortnightly Amount	Monthly Amount
1	\$176.50	\$353
2	\$208	\$416
3	\$239.50	\$479
4	\$271	\$542

Fortnightly direct debits payments commence Thursday 1st February until 24th October 2024 (20 fortnightly payments)

An additional amount for grades 4, 5 and 6 camps will be included in your payments Email will be sent to confirm amount

Monthly payments are deducted on the 15th day of each month from February to November 2024 inclusive (10 payments). This applies to both direct debit and credit card payments.

Option 2 Payment of three instalment payments via EFT or EFTPOS

Remittance for payment details (bottom of fees statement) can be completed and returned to the office for processing. Payment via EFTPOS is available at the office.

Camp amount is in addition to the figures listed below and must be paid prior to your child going on camp please refer to camp dates for 2024

No of Children	Total Fees	1 st Instalment	2 nd Instalment	3 rd Instalment
1 child	3530	1180	1180	1170
2 children	4160	1390	1390	1380
3 children	4790	1600	1600	1590
4 children	5420	1810	1810	1800

Option 2 3 instalment payments due at the end of terms 1, 2 and 3

Instalment dates: 1st Instalment is due on Thursday 28th March 2024

2nd Instalment is due on Friday 28th June 2024

3rd Instalment is due on Friday 20th September 2024

Families may wish to make a direct payment into school bank account

Bank Account Name: St Martin of Tours General Account

BSB: 083 347 **Account Number:** 65320 6057

Reference: IMPORTANT state the 6 digit family ID reference which appears at the top right corner of your statement

Families with a valid Health Care Card are eligible for [CSEF](#). Further information will be sent directly to families. A copy of the card must be presented to the office.