



School Fee Management Policy

February 2024

CATHOLIC SCHOOLS BROKEN BAY

Caroline Chisholm Centre Building 2, 423 Pennant Hills Road, Pennant Hills, NSW 2120 | PO BOX 967 Pennant Hills NSW 1715
02 9847 0000 | csbb.catholic.edu.au | csbb@dbb.org.au

Rationale

Catholic Schools Broken Bay (CSBB) is committed to ensuring that an authentic, professional Catholic education is affordable and available to all families in the Broken Bay diocese.

CSBB receives funding from both Commonwealth and State governments which is necessary to operate our schools. School fees supplement the income received from the Commonwealth and State Government and are essential to help meet the gap between government funding and the cost of providing quality educational experiences and outcomes for students.

This policy is intended to provide comprehensive, transparent, and accessible information regarding the management of school fees across systemic schools in the Diocese of Broken Bay, and to ensure fair and equitable school fee assistance and collection processes.

Guiding Principles and Objectives

In choosing a Catholic school for their children, parents are aware that they will be required to make a financial contribution towards the cost of the provision of their education. The practice of setting school fee levels in the Diocese of Broken Bay is underpinned by Catholic social justice principles and the Church's mission to the poor.

- Parents/Carers who have the capacity to pay school fees are expected to pay them in accordance with the Enrolment Contract.
- No family who supports an authentic, professional Catholic education should be denied a place at a CSBB school because of an inability to pay fees.
- Families who do not have the capacity to pay full fees will be eligible to apply for fee assistance.
- School fee processes and practices/actions are to be equitable, respectful, compassionate, and transparent.
- The withholding of students' access to curriculum and /or pastoral care is not to be used as a fee collection strategy.
- Details of families' financial circumstances are to remain confidential to those authorised to access such information and should not be identifiable publicly.

Policy Statement

School Fees Overview

In determining the school fee schedule for each school, the financial commitment undertaken by parents at the time of enrolment, and the importance of remaining affordable is a key consideration in setting school fees.

CSBB has two standard charges comprising the total school fee – Education Fees and Supplementary Fees.

1) Education Fee

An Education Fee applies to each student. This fee varies from school to school and may also vary from grade to grade. This fee covers the general resourcing required to deliver an education to each student over the course of the school calendar year. It enables CSBB to maintain, refurbish and build new schools to ensure we have contemporary learning environments that support student engagement and achievement for our students. The fee is all inclusive and cannot be itemised.

The Education Fee is paid per child; where a parent/carer (debtor) is responsible for the payment of fees for more than one child within CSBB schools, a sibling discount is available for subsequent children enrolled at a CSBB school. The level of sibling discount is set by CSBB, reviewed annually, and communicated to parents as part of the Annual School Fee schedule.

The Senior Finance Executive has the ability to approve sibling discount requests.

2) Supplementary Fees

These are fees associated with a particular activity or course, that are not covered by the Education Fee. These activities are usually for a particular cohort for a compulsory activity that will enhance the educational experience of our students. This may include activities such as an overnight camp or retreat, or where there are specific costs related to subject choices in our colleges.

Education Fees are set in consultation with the CSBB governing bodies whilst Supplementary Fees are set by School Principals.

Billing

School Fees are billed annually at the commencement of the School Year. Parents are issued an annual Tax Invoice/Statement in Term One with monthly statements issued thereafter.

School Fees are due thirty (30) days after invoicing. To assist families in meeting their school fee commitments, CSBB provides parents with a default payment plan to pay Education and Supplementary fees. The Default payment plan is set by CSBB and communicated to parents as part of the Annual School Fee schedule.

Where a student's enrolment commences after the first gazetted school day of the calendar year, School Fees or adjustments to School Fees will be made based on a pro-rata basis according to the CSBB Billing Schedule.

For students ceasing enrolment during the year (early leavers), a pro-rata credit may be applied to the Education Fee. Fee credits for Supplementary fees are at the discretion of the school/College Principal. Additionally, any outstanding resources not returned to the school by the leaving date e.g. books, equipment, etc. will be invoiced as school fees and payment in full is required.

Payment and Collection of Fees

Upon signing the Enrolment Form, parents/carers are by law, jointly and severally liable for any debt incurred whilst the child is enrolled at the school. As the obligation to pay school fees is joint and several, CSBB has a legal right to commence proceedings for recovery of any outstanding school fees against either both the signatories of the contract or individually at its discretion.

The agreement that parent/carers enter into with CSBB remains enforceable notwithstanding any agreements between parents relating to payment of school fees and levies. The contract also remains enforceable notwithstanding any family law or court orders pursuant to the Family Law Act 1975 or the Child Support (Assessment) Act 1975.

School fees become overdue fourteen (14) days after the applicable due date. CSBB will contact families when school fees become overdue. This may include by text message, email correspondence or phone calls. The nature of contact will be proportionate to the age of the overdue fees.

If instalments are not paid as agreed and there is repeated default, CSBB may withdraw the offer of payment by instalment and all fees will be due and payable until such time as a further arrangement is formally agreed upon.

When fee collection attempts are exhausted the account may be referred for External Management.

Non-payment of school fees by families may result in:

- outstanding fees being referred to a Debt Collection Agency
- refusal of enrolment of students in a CSBB secondary school and/or refusal of siblings in primary schools
- students being excluded from activities that require additional payments outside the education fee.

Where all collection attempts have been exhausted, the Director of Schools, may, after consulting with the Principal, cancel a student's ongoing enrolment at a CSBB school.

Fee Assistance

Families who do not have the capacity to pay school fees in accordance with the payment terms are eligible to apply for Fee Assistance.

Fee assistance is on application. There are 3 hardship pathways:

1. Alternative formal payment plans, where payment terms other than the standard payment terms are required.
2. Fee reduction based on Pastoral grounds/Family emergency.
In these instances, the Principal or Senior Finance Executive (or delegate), may grant a reduction in school fees up to their delegated limit in

accordance with delegation. These discounts are provided on application to the School Principal or Fee Liaison Team and are valid for 12 months.

3. Fee reduction on the grounds of Financial Hardship

A fee reduction on the ground of financial hardship may be granted where an assessment of a parent's financial circumstances confirms a genuine inability to pay school fees in whole or part. These discounts are provided on application to the CSBB School Fee Liaison Team.

Assessment of the application may consider the income, expenditure, and assets of parent/s/carers responsible for the payment of school fees.

To ensure school fee discounts are provided on a fair and equitable basis, and to ensure CSBB meet compliance requirements, applications will require documentation as listed on the application form, to support the application. On completion of the financial assessment, CSBB may be able to offer fee reductions to families in genuine financial hardship. The Senior Finance Executive (or delegate) may grant a reduction in school fees up to their delegated limit. Any arrangement may be valid for up to two years.

Applications for Fee Assistance apply to all students for which the parent has responsibility for the payment of school fees.

Where a family applies for but does not meet the eligibility criteria for a school fee discount, CSBB will work with the parent to come to an arrangement on the payment of school fees.

Details of a family's personal and financial circumstances will remain strictly confidential to those authorised by CSBB to access the information and all information will be held in accordance with our [Privacy Policy](#).

Students on Visas

Prior to an offer of enrolment, all visa details and study conditions are verified to ensure CSBB is permitted to offer enrolment and to verify whether CSBB is eligible to receive Government funding, which subsidises the cost of delivering an education.

Students on some visa types, where CSBB is not eligible to receive Government funding, may also incur an additional fee.

Additionally, for some students, where English is a second language, an Intensive English Program may be required. The cost of this program is an additional charge to any other fees charged by CSBB.

Audience

Parents/Carers responsible for the payment of school fees for students enrolled in a Catholic Schools Broken Bay, CSBB Employees, CSBB School Principals.

Applicability

Failure to comply with this policy may lead to disciplinary or other action.

Key Responsibilities

Director of Schools is responsible for ensuring accountability is maintained for key responsibilities.

CSBB Financial Management Team is responsible for:

- Setting the policy framework within which CSBB assists families who do not have capacity to pay full school fees.
- Sets policy framework within which school fees are collected.
- Makes recommendations as required to the Director regarding School Fee settings, collection actions and where required recommendations regarding the ongoing enrolment of families.
- Manages procedures established pursuant to this policy regarding School Fee Billing, Application, approval and processing of Fee Assistance and Fee Collection processes.

Principals are responsible for provision of Fee reductions within delegation and in collaboration with School Fee Liaison Team ensuring the objectives of this policy are met.

Parents and Carers

- Upon enrolment, all families commit to supporting our Catholic schools by paying school fees on payment terms as communicated in the Fees Schedule or otherwise agreed.
- Inform the school as soon as possible of any changes regarding the responsibility for school fee payments.
- Inform the school as soon as possible of any changes to Visa or residency status.

Parish Priest

- Advises the Principal of any family which he is aware of who is in financial difficulties or who otherwise requires pastoral support or assistance.

Related Resources

Nil

Related Processes/Procedures

Procedure: Processing School Fee Adjustments

Procedure: Assessing Applications for Financial Hardship

Related Policies

Enrolment Principles
Delegations Policy
Staff Discounts

Review

The School Fee Management Policy and related Procedures/Processes will generally be reviewed every five (5) years unless there is a legislative or regulatory requirement to do so earlier.

Revision/Modification History

Version	Current Title	Summary of Changes	Approval Date	Commencement Date
1	Fee Management Policy	New policy	February 2024	February 2024

Approval Date/Revision Schedule

Approved by: Danny Casey – Director of Schools
Date Approved: February 2024
Date of next review: February 2029