



## **Guidelines for School Fee Collection**

### ***Diocesan Policy Statement for Fee Collection***

#### **POLICY**

Parents/carers have a responsibility and an obligation to pay schools fees and levies according to Diocesan Policy Guidelines and account procedures.

No student desiring a Catholic education should be excluded from a Catholic school because of his/her parent's inability to pay the prescribed fee in whole or in part as a result of genuine financial hardship.

#### **DIOCESAN PROCEDURE**

- 3.01 Bursars/Secretaries must ensure that the school accounting system accurately reflects each family's current fee liability and any concessions granted. For families who have arranged to pay weekly or monthly etc., a record of individual payment plans should be maintained.
- 3.02 Where practicable accounts should be sent out in the second week of every Term requiring payment within 30 days.
- 3.03 All parents with overdue accounts who have not contacted the school and do not have a payment plan should receive a copy of an "**Urgent Notice - Overdue Account**".
- 3.04 If no payment is received or contact made with the school within 14 days of sending the "**Urgent Notice - Overdue Account**" letter, a follow-up **Phone Call** should be made by the Bursar or Accounts Secretary to ascertain whether the family have received the reminder notice and to enquire as to how the overdue account is to be finalised.
- 3.05 If there is still no action to settle the overdue account the matter should be referred to the Principal who will consider any local knowledge and information from the Parish Priest, after which the "**Final Demand - Overdue Account**" letter should be sent. This letter states that if the amount is not paid within fourteen (14) days, or if no immediate contact is made with the school, the matter will be handed over to our collection agency.
- 3.06 If no response or reply is made following from this second letter, fourteen (14) days after it is sent, the matter is to be referred to the Principal, who may then place responsibility for collection in the hands of the Diocesan Collection Agency, Pacific Mercantile.
- 3.07 If necessary, the Director of Catholic Education, may authorise legal action to recover any outstanding debt.