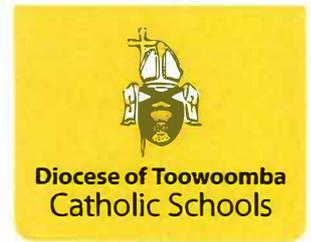


School fees policy



Policy

All Toowoomba Catholic Schools (TCS) schools will set and administer fees and levies in accordance with guidelines and procedures issued by the Toowoomba Catholic Schools Office.

Rationale

The sustainable provision of high-quality Catholic education is made possible by government recurrent funding and the collection of school fees and levies.

Catholic schooling is integral to the Church's pastoral and educational mission. Catholic schools are open to all who seek and support the Catholic ethos and values espoused by the school. Compassion and support extended to families in need are integral parts of the ethos of Catholic schools.

Toowoomba Catholic Schools is committed to exploring all reasonable means of containing tuition fees, levies and charges in order to support inclusivity and diversity, while continuing to meet its financial obligations and ensure its financial sustainability.

Within the financial capacity of the school, parental or student financial circumstances will not be the sole criterion for a student commencing or continuing in the school.

Actions

- The TCS School fees and levies guideline and Fee collection and concession procedure will be determined by TCSO in consultation with school leadership and endorsed by the Toowoomba Catholic Schools Council.
- The School fees and levies guideline is reviewed annually and communicated to schools by 31 August.
- Schools will provide parents/legal guardians with information about fees, levies and charges including payment method options, at the time of enrolment.
- The School fee collection and concession procedure will be followed for all concession applications. Applications for a fee concession are to be approved by the principal and reviewed annually.
- In any matters related to school fees, every effort is to be made to safeguard the dignity of each family and to ensure the confidentiality of each situation.
- School fee accounts should be issued in such manner and at such intervals as determined by the School fees and levies guideline and are to be paid by their due date
- When parents/legal guardians enrol their child/ren at a Toowoomba Catholic Diocesan school they enter into a contractual obligation to pay all school fees. They execute this by signing the Enrolment Agreement. The parties that have signed the Enrolment Agreement have committed to payment and responsibility for school fees in a joint and several arrangement. The only exception to this arrangement is where a concession has been granted and signed by all parties.
- In justice to families who pay their school fees regularly and on time, schools will follow-up all overdue school fee accounts.
- Parents and legal guardians who are unable to pay by the due date are expected to contact the school to make alternative arrangements which respect the principle of reciprocal obligation.
- In the event outstanding school fee accounts cannot be resolved with the parents/legal guardians, debt collection procedures may be undertaken to recover the amounts owing.
- The Executive Director may cancel an enrolment where
 - a. outstanding school fee amounts are owing, and
 - b. where satisfactory explanation and fulfilment of agreed payments have not been made.

A handwritten signature in black ink, appearing to read "K. Howell".

Most Reverend Ken Howell | Bishop of Toowoomba