



St Joseph's School
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Fee Policy



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Purpose

The purpose of this policy is to articulate the position and conditions of St Joseph's School, Port Lincoln on all school related fees. The school seeks to ensure a fair and equitable fee policy is enacted and supports families while ensuring the future stewardship of the school.

Scope

This policy applies to all parents, caregivers, students and staff of St Joseph's School Port Lincoln.

Implementation

Introduction

St Joseph's School, Port Lincoln is a Preschool to Year 12 Catholic co-educational Boarding School, serving the educational needs of families in Port Lincoln and the Eyre Peninsula of South Australia in the tradition of Saint Mary MacKillop and St Joseph, where faith, hope and love are the hallmarks of learning.

This Fee Policy exists to ensure fair and equitable school fee-setting and collection processes apply to all families enrolled at St Joseph's School.

The fees set by St Joseph's School represent the School's commitment to providing access to high quality education, whilst ensuring that a family's financial circumstances are not a barrier.

Upon enrolling their child at St Joseph's School, parents / caregivers enter into a partnership with the school to engage, encourage, and support their child's education.

The partnership extends to families acting in good faith and spirit to fulfil their financial obligations to the school through their adherence to the agreed fee arrangement.

Context

As with all Catholic Schools in South Australia, St Joseph's School is funded in a way that requires the setting of fees.

The Australian Government determines and allocates a Schooling Resource Standard (SRS) for each student attending a school in Australia that is made up of a base allocation and loadings.

For St Joseph's School, the Australian Government discounts the base amount of funding (SRS) by the anticipated capacity of their school community to financially contribute towards the school's operating costs. This is called the 'capacity to contribute' (CTC) assessment.

In 2020 the Australian Government introduced a new method for calculating a school community's CTC based on a Direct Measure of Income (DMI) of parents and caregivers of students at a school.

The DMI is based on the median income of parents and or caregivers as determined through the linkage of personal income data and residential address data collected through the Multi-Agency Data Integration Project (MADIP). The median family income of each school is converted to an annual DMI score, which is used to create the CTC score of the school.

Consequently, St Joseph's School cannot operate solely based on Government funding. The school is dependent upon income from school fees to provide learning programs, services and building programs that enable students to grow as thriving people, capable learners, and leaders.

Fee Structure

Tuition Fee

St Joseph's School will review annually the fee and notify families prior to the commencement of the next school year. The fee will be charged at the beginning of each school year. The collection of fees is used to support the operational costs of the school and to continue providing outstanding educational outcomes, facilities, and technology for students. The fee includes the provision of ICT devices and some programmed activities.

Enrolment Fee

A non-refundable enrolment fee is payable upon receipt of your acceptance form. This fee covers the enrolment administration costs. Please see the current Fee Schedule.

Boarding Fee

The boarding fee will be reviewed annually, and families notified prior to the commencement of the next school year. The boarding fee covers the cost of accommodation, food, group study periods with a qualified supervisor, laundry service, daily pod cleaning, and boarder activities.

The end-of-year exit date varies for students depending on their year level and individual circumstances. However, the boarding fee remains the same for all boarding students, regardless of their end-of-year exit date.

Junior Joeys

A one-off non-refundable fee is payable in advance for children participating in the Junior Joeys program. This fee includes the cost of a Junior Joeys T-shirt. Please see the current Fee Schedule.

Preschool Fee

The Preschool fee will be reviewed annually, and families notified prior to the commencement of the next school year. The collection of Preschool fees is used to financially support the operational costs of the Preschool and educational outcomes for preschool students.



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The Preschool fee will be charged a term in advance and is not subject to additional discounts or remissions. This charge must be paid before the commencement of the invoiced term, unless an approved agreement is in place.

An administrative late pick-up fee will apply for every 15 minutes a preschool student is not collected at the conclusion of the day. St Joseph's School will invoice the family, and this must be paid within 7 days. Please see the current Fee Schedule.

Extended Absence from School

The school does not hold student enrolments at a discounted fee when students are away for an extended period of time. Fees will need to be paid at the normal rates to ensure their child remains enrolled at the school, for the duration they are away. Otherwise, families will need to unenrol their child and lodge an application to re-enrol when they return to school and a place will not be guaranteed.

VET Fee

VET fees are in addition to tuition fees and families are responsible for payment prior to commencement of courses to confirm the enrolment. In most cases, families will be invoiced directly by the course provider but if they cannot invoice the family, St Joseph's School will invoice the family, and this must be paid within 7 days. VET fees are set by the registered training organisation. Some VET courses also incur additional incidental fees like travel and uniform.

On successful completion of the VET course, St Joseph's School will reimburse family accounts with 50% of VET fees, up to a maximum of \$500 per completed course, per year. The VET subsidy will not apply for short or taster courses.

School fees are not discounted according to how many school-based subjects a student pursues because of Vocational Education and Training.

Open Access College Fee

If the school offers a subject but it is not viable to run the subject due to the lack of enrolments, students will be given the option to study via Open Access College (OAC), and the school will cover all costs as regular school fees. If the student enrolls at OAC and chooses to not finish the course, the school reserves the right to charge any withdrawal fees.

Students may wish to study a subject that is not offered by the school and have the option to study via OAC. There are extra costs to study via OAC, and should a student opt to do so, these costs will be covered by the family and no discount to school fees will be given.



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Students who study externally continue to receive encouragement, help, and support by pastoral care and subject teachers, plus the school endeavours to make timetable adjustments which may benefit the student. More detail is provided about OAC during Subject Counselling sessions.

Fee Schedule

The Finance Committee will oversee all matters relating to the setting of fees, remissions and collections. This Committee will consist of the Principal, Business Manager and not more than two elected members of the School Board. One such elected member will chair the meetings.

Once the Finance Committee sets the school fees, they will be approved by the School Board and notification will be given to parents / caregivers before the end of the school year.

On application for enrolment, parents / caregivers will be provided with the annual 'Fee Schedule'. Prospective parents / caregivers will also be informed that on enrolment of their child, they accept the responsibility for the payment of fees and other costs associated with the education of their children. Parents / caregivers make a commitment to pay school fees when they sign the 'Application for Enrolment' form for our school.

Payment of Fees

By signing the enrolment form a contract is entered whereby parents / caregivers accept joint and several liability for payment of all school fees, regardless of any subsequent changes in the family situation.

At the beginning of each school year, families will be provided with a statement of account outlining tuition fees and any other relevant fees. Statements will be sent intermittently throughout the year as a reminder of outstanding fees and confirmation of fees received to date.

In conjunction with the CESA Fee and Debt Procedures, St Joseph's School follows the below procedure to collect school fees.

- I. Payment in Full – Families / Caregivers have the option to pay fees in full.
- II. Payment Plan – Families / Caregivers have the option of entering into a payment plan to settle all fees by the end of the academic year.
- III. Specific Arrangement – Families / Caregivers who do not enter into either of the above two options are required to enter into a specific arrangement with the school. This will include applying for school card and submitting a financial assistance form.
- IV. CEO Debt Collection Team – Families / Caregivers who do not enter into any of the above, will be passed onto the CEO Debt Collection Team.

Preschool

Preschool fees must be paid in advance and are charged on a term-by-term basis.



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Splitting Accounts

The splitting of accounts for separated families is only available when both parties sign a 'Splitting School Fees' agreement. If no agreement has been signed, the school expects the enrolling parents / caregivers to work out payment arrangements between themselves, to ensure that all fees are still paid on time.

If required, separate copies of accounts can be provided to both enrolling parents / caregivers.

Students Commencing or Exiting Partway Through the Year

Students commencing or exiting part way through the year may receive a remission of fees, refer to Appendix A and B for the relevant fee remission.

Financial Assistance & Discounts

Family Discounts

Tuition fee reduction is given to families with two or more children attending the school, family discount rates can be found in the Fee Schedule.

Early Payment Discount

Full fee-paying families / caregivers who pay their fees by the end of February of the academic year qualify for a discount on fees, provided all previous outstanding amounts have been paid. The early payment discount provided can be found in the Fee Schedule.

School Card

The Department for Education offers income-based remissions, commonly referred to as School Card remissions. St Joseph's School supports this scheme and encourages families on low incomes to link their eligibility to the Department for Education's School Card scheme. It is important that parents / caregivers work with the school to complete the necessary documentation as there are administrative cut-off dates (determined by the Department for Education) that apply each term and need to be complied with in order to be eligible.

Families who qualify for support under the Department of Education School Card scheme are not required to pay full fees at St Joseph's School.

Families eligible and approved for School Card scheme will automatically receive a rebate on the tuition fee component as determined by the School Board.

School Based Apprenticeships & Part Time Students

Students in year 10, 11 and 12 may undertake a school-based apprenticeship or attend school part time. The school offers the below discounts on tuition fees. These discounts are assessed on a semester basis.

- 3 or more subjects undertaken – full tuition fees will be charged



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- 2 subjects undertaken - 50% discount
- 1 subject undertaken - 75% discount

Any VET courses a student may be undertaking is considered a subject.

Financial Hardship

Where families are suffering financial hardship, they are encouraged to seek assistance. This requires completion of a 'Financial Assistance Application' form, accompanied by a letter outlining the reasons for the application. All applications are treated as confidential.

Families are encouraged to:

- Complete and submit a 'Financial Assistance Application' form with accompanying letter.
- Apply for a negotiated payment plan, to pay by instalments if this option is easier. Payment by instalments can include direct debit or Centrelink deductions and other payment schedules can be arranged.
- Make an appointment to meet with the Business Manager / Principal if they have difficulty in paying fees or meeting their negotiated payment plan.

Any reduction in tuition fees will be considered in terms of the financial needs of the family and in support of the School Board's responsibility to ensure all families make a genuine contribution to paying fees. Failure to adhere to a revised negotiated payment plan will ensure the account is treated as overdue.

An approved reduction of tuition fees applies for the current year only. Future financial assistance must be reapplied for each year where financial circumstances have not improved.

Financial discounts are not available for boarding fees, as the school does not receive any government funding to assist in the operating costs of the boarding house.

Scholarships

St Joseph's School offers scholarships for full or partial remission of tuition fees for new students who would benefit from and contribute to Catholic education in our community.

Scholarships may be awarded to young people whose family would otherwise find it difficult to meet the cost of school fees, and who show a commitment to academic achievement, service, and leadership in the tradition of St Joseph and St Mary of the Cross MacKillop.

Unless otherwise specified, an annual review process will be conducted to ensure the student continues to fulfill their commitment to academic achievement, scholarship criteria and contribute to the Catholic education community.



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Scholarships will be awarded based on a range of criteria, which consider the merit and need of eligible students.

St Joseph's School offers scholarships in the following areas:

- Middle School Scholarships
- Senior Years Scholarships
- St Joseph the Worker Scholarship
- Boarding Scholarship

Unless otherwise discussed and an individual arrangement has been entered into with the school, scholarships will only be awarded to students whose school fees have been paid in full for all prior year obligations.

The school reserves the right to retract scholarships if the scholarship recipient's family account has an outstanding balance at the end of the school year. Reasonable effort will be made to discuss the financial situation of the recipient and the school may reinstate the scholarship under an agreed arrangement.

For further information in regard to scholarship criteria and application process, please refer to our school's website.

CEO Debt Collection Team

St Joseph' School follows the payment of fees process as found under the 'Payment of Fees' subheading.

Should families / caregivers not enter into any payment arrangement with the school, their account will be passed onto the CEO Debt Collection Team.

The CEO debt collection team may be engaged after a formal letter has been sent to the debtor and no agreeable outcome has been arranged, and communication with the finance team has ceased with the debtor.

In the context of our Josephite charism, we recognise the significance of this action which will only be taken when all other avenues have been exhausted.

Responsibilities

School Board

The School Board has the responsibility to:

- I. Approve the annual budget of the school, including the setting and collection of fees.



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- II. Ensure that the school's fee and debtor management processes are consistent with the SACCS Fee Policy and the associated Fee & Debt Procedures.
- III. Exercise oversight through its Finance Committee of the fees processes, including processes for the collection of outstanding fees and review of its debtor situation with respect to fees.
- IV. Establish a clear understanding of who has responsibility for following through fee collection and for the granting of fee remissions.

Principals

The Principal has the responsibility to:

- I. Ensure that interactions of school personnel with parents / caregivers with regards to fees and debt are consistent with the Catholic ethos and the Guiding Principles of the SACCS Fee Policy.
- II. Manage the school's fees and debt management processes thoroughly and appropriately.
- III. Ensure that the school's fee and debtor management processes are in accordance with the SACCS Fee & Debt Procedures and exercised in a just and respectful manner.

Business Managers & Finance Officers

The Business Managers and Finance Officers have the responsibility to:

- I. Ensure that the processes and procedures for the administration of fees and debt at the school level are in accordance with SACCS Fee Policy and the Fee & Debt Procedures.
- II. Ensure that interactions of school personnel with parents / caregivers with regards to fees and debt are consistent with the Catholic ethos and the Guiding Principles of the SACCS Fee Policy.
- III. Give appropriate advice to the Principal and School Board about matters relating to fees setting, appropriate fee levels for families and fee collection.

Parents and Caregivers

Parents and caregivers have the responsibility to:

- I. Pay their fees as determined by the school's Fee Schedule and any arrangements they enter into with the school about the payment of fees.
- II. Be honest in their dealings with the school.
- III. Respect the circumstances of other students and parents / caregivers in the school community.

Definitions

St Joseph's School / The School – Incorporates the whole school, from Preschool to Year 12 and all facets and roles carried out in the course of the schools' operations.

SJS – St Joseph's School



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SACCS – The South Australian Commission for Catholic Schools

CESA – Catholic Education South Australia

CEO – Catholic Education Office

Related Documents

CESA Fee Policy

CESA Fee and Debt Procedures

Fee Schedule

Enrolment Policy

Privacy Policy

Review

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Appendix

Appendix A: Invoicing Fees for Students commencing part way through the year.

Invoicing Fees – General approach

All families will be invoiced for fees as per the Fee Schedule set for that school year. One invoice is generated at the beginning of the school year to cover the full year's fees.

Fees other than Boarding Fees and Preschool Fees

A student "starts" school when the student is enrolled and attends (or is entitled to attend) classes.

If a student starts at St Joseph's School part way through the year the following will apply:

- If a student starts school before Week 5 of Term 1, the full year's fees will be charged as normal.
- If a student starts school between Week 5 and the end of Term 1, 90% of the year's fees will be charged.
- If a student starts school in Term 2, 75% of the year's fees will be charged.
- If a student starts school in Term 3, 50% of the year's fees will be charged.
- If a student starts school in Term 4, 25% of the year's fees will be charged.

Boarding Fees

A student "joins" the St Joseph's School Boarding House when the student is entitled to occupy their room at the Boarding House.

If a student joins the Boarding House part way through the year the following will apply:

- If a student joins the Boarding House before Week 5 of Term 1, the full year's boarding fees will be charged as normal.
- If a student joins the Boarding House between Week 5 and the end of Term 1, 90% of the year's boarding fees will be charged.
- If a student joins the Boarding House in Term 2, 75% of the year's boarding fees will be charged.
- If a student joins the Boarding House in Term 3, 50% of the year's boarding fees will be charged.
- If a student joins the Boarding House in Term 4, 25% of the year's boarding fees will be charged.

No adjustment of Preschool Fees

Unlike Boarding and other School fees, Preschool fees are invoiced in advance at the beginning of each term. If a student starts at the Preschool part way through a term, the full term's fees are payable without adjustment.



Appendix B: Adjustment of Fees for Students leaving part way through the year.

Invoicing Fees – General approach

All families will be invoiced for fees as per the Fee Schedule set for that school year. One invoice is generated at the beginning of the school year to cover the full year's fees.

Requirement for notice

A full term's notice is required if a student is leaving the Boarding House and/or the School.

If a full term's notice of intention to leave the Boarding House and/or the School is not given, then the school is entitled to charge an additional term's fees (being a quarter of the full year's fee) in respect of the student.

Adjustment of fees other than Boarding Fees and Preschool Fees

A student "leaves" the school when the student permanently ceases to attend the school as an enrolled student.

If a student leaves the School part way through the year the following will apply:

- If a student leaves school before Week 5 of Term 1, then the School is entitled to 10% of the year's fees.
- If a student leaves school between Week 5 of Term 1 and the beginning of Term 2, then the School is entitled to 25% of the year's fees.
- If a student leaves school between the beginning of Term 2 and the beginning of Term 3, then the school is entitled to 50% of the year's fees.
- If a student leaves school between the beginning of Term 3 and the beginning of Term 4, then the school is entitled to 75% of the year's fees.
- If a student leaves school in Term 4, then the school is entitled to the full year's fees.

Within 21 days after the student has left the school, the school will refund to the parents/caregivers any balance to which the school is not entitled.

Adjustment of Boarding Fees

A student "leaves" the St Joseph's School Boarding House when the student permanently vacates their room at the Boarding House, complies with all obligations on vacating, and all of the student's personal property has been removed from the Boarding House.

If a student leaves the Boarding House part way through the year the following will apply:

- If a student leaves the Boarding House before Week 5 of Term 1, then the School is entitled to 10% of the year's boarding fees.



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- If a student leaves the Boarding House between Week 5 of Term 1 and the end of Term 1, then the School is entitled to 25% of the year's boarding fees.
- If a student leaves the Boarding House between the beginning of Term 2 and the beginning of Term 3, then the School is entitled to 50% of the year's boarding fees.
- If a student leaves the Boarding House between the beginning of Term 3 and the beginning of Term 4, then the School is entitled to 75% of the year's boarding fees.
- If a student leaves the Boarding House in Term 4, then the school is entitled to the full year's boarding fees.

Within 21 days after the student has left the Boarding House, the school will refund to the parents/caregivers any balance to which the school is not entitled.

Note: To avoid any doubt, there is no reduction in boarding fees to reflect that a student's end-of-year exit date is earlier than the end date of the school year (for example, in respect of Year 12 students).

No refund of Preschool Fees

Unlike Boarding and other School fees, Preschool fees are invoiced in advance at the beginning of each term. If a student leaves the Preschool part way through a term, the full term's fees are payable without adjustment.