

# **Holy Cross Catholic SCHOOL FEE POLICY**

## **CONTEXT**

Holy Cross Catholic Primary School, located in the Brisbane suburb of Woolloowin is an educational ministry of the Catholic Parish of Lutwyche, and forms part of the Brisbane Archdiocesan system of schools.

## **VALUES**

Our school fee policy is based upon the principles of equity, justice, and pastoral care for the members of our community. School fees and levies play a pivotal role in meeting the school's on-going financial commitments. These payments enable us to maintain the high standard of education and facilities expected of our school by the community.

## **STATEMENT OF POLICY**

The School fees and levies charged to the parent body are reviewed annually by the School Principal against Queensland Catholic Education Commission recommendations to ensure that they are equitable for all families.

It is a matter of justice that all families in our school community contribute to the financial commitments of the school.

Supported by School Pastoral Board  
2010

# FEE COLLECTION PROCESS

Account sent to families each School month (Feb- Nov) for payment by close of business on last school day of month

- Due date passes
- Following month's fees account showing an outstanding amount sent with reminder sticker attached
- Period of 1 month allowed for payment or contact.
- Principal examines payment history and makes contact to reach a satisfactory payment plan.
- If no plan is reached first letter allowing 14 days to contact school or make payment
- Second letter stating balance and allowing 7 days for payment
- Third letter requesting payment in 7 days to avoid damage to credit rating
- Parish Priest consulted re Pastoral issues.
- Fourth letter sent reminding of policy and the need to approach the Principal if in financial difficulty. Letter warns of the use of a collection agency if contact not made within 7 days
- Account sent to collection agency chosen by the principal