

## PROCEDURES/GUIDELINES FOR COLLECTING FEES

Collection of fees and levies follows the procedure which is outlined below.

1. On enrolment, parents/guardians sign an **Enrolment Contract**, part of which states that they agree to meet their commitment with regards to the payment of school fees and levies. They are also presented with the St. Maria Goretti School Fees Policy as compiled by the School Board.
2. Accounts are sent out to families in the early part of each term and are payable within 14 days of issue.
3. A variety of payment options is available, including cash, direct debit, payment by instalments and Centrelink automatic deductions. These are to be arranged with the school before the due date.
4. Families experiencing genuine financial difficulties are expected to meet with the Principal before the due date or at any time that this may occur.
5. For those families who do not pay and have not made arrangements with the Principal by the due date, the following procedures will take place:
  - Overdue notices will be sent from the office;
  - If payment has not been received within 14 days of the overdue notice, a letter of reminder from the Principal will be sent;
  - If payment has still not been received within 14 days, a second letter will be sent by the Principal;
  - Failure to respond to the second letter within 7 days will result in an attempt by the Principal to directly contact the parents/guardians by telephone;
  - The Principal, in conjunction with the Finance Committee, reserves the right to take action should all of the above fail to result in payment of fees and levies.