



# OUR LADY OF GOOD COUNSEL SCHOOL

117 Miles Street, Karrinyup 6018

Tel: (08) 6242 3404

Email: [accounts@olgc.wa.edu.au](mailto:accounts@olgc.wa.edu.au)

Website: [www.olgc.wa.edu.au](http://www.olgc.wa.edu.au)

ABN 72 684 318 130

## **2024 SCHOOL FEE & COLLECTION POLICY**

### **FEES**

The Tuition Fee covers the ongoing teaching, support and administration staffing costs of the School. The Other Fees cover the provision and maintenance of buildings, furniture and equipment, utilities such as power and water and the servicing of development loans.

Children from the same family attending the school receive a discount on the Tuition fee of 20% (second child), 40% (third child), and 100% (fourth and subsequent children). Other Fees and Family fee are not discounted.

Discounts on Tuition and other fees are available for current holders of Low-Income Health Care Cards and Pensioner Concession Cards. Please contact the Finance Officer to discuss.

Please note that if choosing to go on holiday during school term that fees are still payable during this period.

### **BILLING**

All fees will be billed in one Annual Statement issued in February 2024. Fee Statements will be issued throughout the year detailing amounts paid and outstanding.

If not paying full fees upfront, it is preferred that caregivers arrange an instalment plan. There are a range of instalment and payment options available, including one, two, four or nine monthly instalments via BPAY, Direct Debit or Credit Card. It is requested that all fees are settled by 31 October 2024.

Instalment/payment options will be sent with the Initial School Fee Statement must be completed and return to our office, together with the payment authorisation if applicable, by the **23<sup>rd</sup> of February 2024**. **A NEW Direct Debit authority must be completed every year**.

### **PAYMENT**

The school is understanding of caregivers who are experiencing difficulties paying their fees. We kindly request that caregivers contact the school as soon as possible to make an appointment to see the Principal to discuss options regarding payment of fees. It is a general policy that no child will be refused enrolment from a Catholic school because of a family's *inability* to pay school fees. You may be asked to complete a capacity to pay document to support your request for reduced fees.

Principal discounts agreed in prior years are not automatically applied to the current year. An appointment must be made with the Principal to discuss any future arrangements.

The school will regularly follow up overdue accounts and reserves the right to appoint a debt collector if reminder notices are ignored and/or payment arrangements have not been made with the school. This is done in fairness to families who do pay fees in accordance with the School's fee policy. Caregivers are responsible for any debt collection costs incurred.

Caregivers who wish to split their account between two parties must provide written advice to the School, signed by both parties, authorizing the account to be divided as directed. The authority should be returned to the Finance Officer before 10 February 2024.



### **APPLICATION FEE & ENROLMENT FEES**

\$30 per application for enrolment - non-refundable.

On acceptance of a place, a \$200 Enrolment Fee is payable **per child** and will be deducted from the Annual Fee Statement once the child enters Kindergarten.

### **FEE REVIEW DATE**

The School reserves the right to alter, at any time, fees contained in this document. Fees are set by the school and reviewed by the School Advisory Committee annually for the commencement of the new school year.

### **INSURANCE**

It is strongly recommended that parents check their health and general policies to ensure adequate medical, personal property and liability insurance cover. Students when at the School are covered by a Student Accident Insurance Policy. This policy provides a limited cover only (excluding all Medicare services including the Medicare gap).

### **STUDENT WITHDRAWAL**

A full term's notice of withdrawal must be given in writing to the Principal. Verbal notification is not considered due notice. Notice to withdraw a student at the start of next academic year must be given no later than the commencement of Term 4 the previous year. If due notice is not provided, one term of the current annual tuition must be paid. All tuition and levies are non refundable.

### **FULL FEE PAYING OVERSEAS STUDENTS (FFPOS)**

We welcome enquires regarding the enrolment of FFPOS. It is strongly recommended that parents check their health and general policies to ensure adequate medical, personal property and liability insurance cover.