



Sacred Heart Central School

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Our History
Parish School 1870
Sisters Of Mercy 1882
De La Salle Brothers 1913
Catholic High School 1967
Sacred Heart Central School 1982

15 December 2015

Dear Parents and Guardians,

SACRED HEART FEES

On behalf of the Sacred Heart Central School Board we wish to advise you of an increase in the Schedule of Fees for 2016.

The School has six components to the fee structure:

1. Catholic Education Office Tuition Fee over which the Board has no control.
2. School Utilities Fee which the school reviews and sets annually.
3. School Curriculum Levy which the school reviews and sets annually.
4. School Maintenance Levy which the school reviews and sets annually.
5. Building Fund Contribution (voluntary and fully tax deductible).
6. Info Tech Levy for K-10.

In setting the Sacred Heart Fee structure for 2016 the School Board has considered the following:

- Annual inflation of the Education sector of 5.4%.
- The substantial ongoing and rising costs of curriculum resources, School maintenance and operating costs.
- Cost cutting measures taken in the current Sacred Heart budget.
- The need to update and maintain technology now that the Federal Government funding is discontinued.

Some components of the fees have risen by 5%, however the fee increase in real terms equates to an average 3.5% rise overall.

The cost of mandatory reflection days and retreats (except for Year 10 which will incur added costs when details are finalised) has also been added into fees, resulting in what appears to be a larger increase for Years 9 and 10. This is intended to reduce the need for parents to send in money for events. Please note that iPad costs are no longer included in the fees unless your child has an arrangement with the Principal.

Given the many combinations of fees that parents pay, the attached is an indicative figure only. Secondary elective fees have remained the same for Years 9 and 10 and been reduced in Years 7 and 8 to cater for a more individualised program. This means that some items will need to be provided by students, for example some material in textiles or beads in jewellery making.

Please find the Fee Schedule for 2016 attached.

Late Fee

Unfortunately the cost of fees not being paid on time has become a difficulty for us given the cost of follow up letters and phone calls, and if necessary the employment of a debt collection agency. Parents experiencing difficulty are encouraged to contact the Principal for a confidential conversation to see what minimum payments can be set up. For these reasons the Board introduced a late fee for fees that are not paid by the due date at the beginning of 2014. Fees that are not paid by the due date each term incur a \$50 fee which will be added to fees. The due date is clearly stated on the invoice that is sent home each term.

Parents with a direct debit in place will NOT incur a late fee.

An outline of the fees is provided below:

1. Catholic Education Office Tuition Fee
This fee has been set by the Catholic Education Commission to take into account the costs of teacher salaries, insurance and other related school costs. In setting this fee the Commission takes into consideration Commonwealth and State funding, CPI, salary and wage rises, student enrolments and other issues that are likely to affect all schools. This fee also reflects the increased costs in delivering education.
2. School Utilities Fee
This fee is charged once per family. It pays for heating and cooling, power, gas, cleaning, grounds and other running costs.
3. Curriculum Levy
This fee is charged per student. It pays for the teaching and learning resources and materials. Note: Only the first three children per family pay this levy.
4. School Maintenance Levy
This fee is paid once per family. Includes the provision of all day to day maintenance of buildings and grounds.
5. Building Fund Contribution
This contribution is paid once per family and is tax deductible. It pays building insurances, current loans for buildings and future building programs to update fixed cabinets, shelving, classrooms, etc.
6. Secondary Elective Fees
This fee pays for consumables that are required in certain secondary electives such as Food Technology and Industrial Technology – Wood and Metal
7. Info Tech Levy
This levy is paid once per family. It pays for the provision of the intranet, internet and associated technology updates for iPads and computers throughout the school.

Excursions

Parents wishing to pay for excursions throughout the year in small repayments rather than one large lump sum payment are most welcome to organise this through the front office. This payment system is encouraged to avoid difficulties when the Excursion is due to be paid in full.

As a guide we have provided an estimate of costs for 2016 excursions. These amounts will be confirmed once quotes and numbers are finalised.

Infants	Swimming	\$90	Term 4
Stage 1	Aviation Museum Temora	\$40	TBA
Stage 3	Excursion	\$300	Term 4
Year 7	TBA	\$170	TBA
Year 8	Narooma	\$400	Term 4
Year 9	Sydney	\$600	Term 4
Year 10	Talbingo	\$80	Term 2
Year 10	Geography/History	\$20	Term 3

Other possible payments are required for certain activities throughout the year. These include:

- Sport
- Representative sport and activities such as Mock Trial, Debating, Public Speaking and Tournament of the Minds (these may incur a significant fee if the team is successful as they progress through the competition – for example to compete at the State Championships in 2013, it cost approx. \$250 to compete in Tournament of the Minds, plus costs such as accommodation and travel)
- Healthy Harold (\$10)

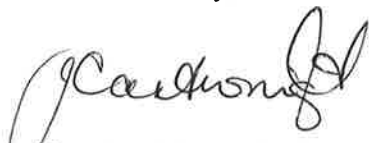
The Board and Principal would like to thank the many parents who have made the commitment to paying their fees and to those who have made arrangements for delayed payments due to financial challenges.

We hope all families recognise the quality of the education in faith and curriculum that is delivered at Sacred Heart and to put their trust in the long term investment they are making to the lives of their children.

The Catholic Education Commission desires that no Catholic student should be excluded from Catholic education because of fees. In light of this, families who believe the cost of the Sacred Heart fees is beyond them, should contact the Principal for a confidential conversation to discuss payments that would bring Catholic education within their reach.

Please read the attached School Fees Policy for your information which provides further details with regards to processes associated with fees.

Yours faithfully,



Mrs Janet Cartwright
Principal



Mr Michael Murphy
Board Chair



2016 School Fees Sacred Heart Central School Cootamundra

1 Child in Infants	Years K-2	Per Year	Per Term
Tuition Fee (F)		\$1,082.97	\$270.74
Utilities Levy (F)		\$539.52	\$134.88
Curriculum Levy (S)		\$269.76	\$67.44
Maintenance Levy (F)		\$323.71	\$80.93
Building Fund (Voluntary) per family only		\$147.14	\$36.79
Info Tech Levy for K-10 (F)		\$208.94	\$52.24
Total:		\$2,572.06	\$643.01

**** School Home Reader Diaries in Years K to 4 - \$4 charged at the start of the year.**

1 Child in Primary	Years 3-6	Per Year	Per Term
Tuition Fee (F)		\$1,082.97	\$270.74
Utilities Levy (F)		\$539.52	\$134.88
Curriculum Levy (S)		\$269.76	\$67.44
Maintenance Levy (F)		\$323.71	\$80.93
Building Fund (Voluntary) per family only		\$147.14	\$36.79
Info Tech Levy for K-10 (F)		\$208.94	\$52.24
Total:		\$2,572.06	\$643.01

**** Maths Mentals Workbooks charged at the start of the year.**

**** Kindergarten - \$11, Years 1 & 2 - \$12, Years 3 to 6 - \$11**

1 Child in Secondary	Years 7-8	Per Year	Per Term
Tuition Fee (S)		\$1,624.46	\$406.11
Utilities Levy (F)		\$539.52	\$134.88
Curriculum Levy (S)		\$294.29	\$73.57
Maintenance Levy (F)		\$323.71	\$80.93
Building Fund (Voluntary) per family only		\$147.14	\$36.79
Info Tech Levy K-10 per family only		\$208.94	\$52.24
Total		\$3,138.07	\$784.52

Year 7 or 8 Elective rotation - add to above fees as necessary.

	Per year	Per term
Year 7 elective rotations	\$80.00	\$20.00
Year 8 elective rotations	\$120.00	\$30.00

Year 7 Elective rotations - Introduction to Technology, Food, Textiles & Jewellery
Year 8 Elective rotations - Woodwork, Leadlighting, Food, Textiles

**** Some consumables are provided and included in elective fees.**

To allow for individual choices, students may also be required to provide some items such as fabric, beads, etc.

**** Subject to change due to teacher availability.**

1 Child in Secondary	Years 9-10	Per Year	Per Term
Tuition Fee (S)		\$1,675.47	\$418.87
Utilities Levy (F)		\$539.52	\$134.88
Curriculum Levy (S)		\$294.29	\$73.57
Maintenance Levy (F)		\$323.71	\$80.93
Building Fund (Voluntary) per family only		\$147.14	\$36.79
Info Tech Levy K-10 per family only		\$208.94	\$52.24
Total		\$3,189.08	\$797.27

9/10 Elective subject levies - if student selects the elective,

add to above fees as necessary.

	Per year	Per term
Year 9/10 Industrial Technology Woodwork	\$140.00	\$35.00
Year 9/10 Industrial Technology Metal	\$140.00	\$35.00
Year 9/10 Agriculture	\$140.00	\$35.00
Year 9/10 Art	\$80.00	\$20.00
Year 9/10 PASS - Pay per use of facilities		



SACRED HEART CENTRAL SCHOOL

SCHOOL FEES POLICY

PURPOSE

To ensure that tuition fees charged by Sacred Heart are in accordance with the fee levels set by the Catholic Education Commission (CEC) and that they are charged in accordance with the fee levels approved by the School Board.

To ensure that fee remissions and write offs are authorised and that appropriate action is taken to recover unpaid school fees from parents.

To ensure that fee remissions are granted appropriately and consistently so they support those in genuine financial need and allow these parents to maintain their dignity.

To provide guidance on whether families are entitled to a refund of fees paid where a child withdraws part way through a term.

To provide guidance on the circumstances that would lead to a family structure for fee billing purposes.

POLICY

School tuition fees must be charged in accordance with fee levels set by CEC and the School Board. The CEC determined percentage of Tuition fees is remitted to Catholic Education (CE) at the end of each term.

No student is refused enrolment, is excluded, or is disadvantaged because of an inability (as opposed to an unwillingness) on the part of the parents/guardians to meet financial requirements.

Every effort is to be made by the School Finance Committee to recover fees from parents who are deemed to have the capacity to pay.

A family is entitled to a refund of prepaid fees if they withdraw a child in the first half of a term and have given at least two weeks written notice.

A family arrangement for fee billing purposes is deemed to exist where an adult with parental responsibility has signed both/all enrolment forms and either a sibling relationship exists or the child and adult with parental responsibility reside predominately at the same address.

DEFINITIONS

Fee Remission - An arrangement whereby a parent is not required to pay the full amount of fees.

Fee Write Off - The process whereby the school no longer records a fee as outstanding on its books due to it being deemed to be irrecoverable.

Parental Responsibility - A person is considered to have parental responsibility for a child or young person if:

- they are either a parent or a step-parent (through marriage or domestic relationship) or a legal guardian of all the relevant children; or
- a court order is in force in relation to a child in their favour which supports their application; or
- family circumstances mean that a child's natural parent is unable to take responsibility for a child and the child is now being cared for by them.

Sibling Relationship - A sibling relationship exists where one of two or more children have one or both parents in common, which would include adopted children and step children where one or both parents in common have parental responsibility for all children.

Child - 'Child' is defined in section 995.1 of the ITAA 1997 as: ...the individual's adopted child, step-child or ex-nuptial child.

Fees Structure - The School has six components to the fee structure:

1. **Catholic Education Tuition Fee** - This fee has been set by the Catholic Education Commission to take into account the costs of teacher salaries, insurance and other related school costs. In setting this fee the Commission takes into consideration Commonwealth and State funding, CPI, salary and wage rises, student enrolments and other issues that are likely to affect all schools. This fee also reflects the increased costs in delivering education.
2. **School Utilities Fee** – This fee is charged once per family. It pays for heating and cooling, power, gas, cleaning, grounds and other running costs.
3. **Curriculum Levy** – This fee is charged per student. It pays for the teaching and learning resources and materials. Note: Only the first three children per family pay this levy.
4. **School Maintenance Levy** – This fee is paid once per family. Includes the provision of all day to day maintenance of buildings and grounds.
5. **Building Fund Contribution** – This voluntary contribution is paid once per family and is tax deductible. It pays building insurances, current loans for buildings updated and future building programs to update fixed cabinets, shelving, classrooms, etc.
6. **Info Tech Levy** – This levy is paid once per family. It pays for the provision of the intranet, internet and associated technology updates for iPads and computers throughout the school.

PROCEDURES

1. *Recording fees in the school's accounts.*

All families must be charged the full fees (comprising the CE tuition fee and local levies), with any approved fee remissions or write offs processed through the school's accounts. The reasons for the granting of a fee remission or write off must be documented on MAZE (school accounting system) and noted on printed MAZE financial reports.

2. *Payment of Fees*

- Fees may be paid by direct debit, cash, eftpos, credit card or bPay.
- All occasions of leave of absence of a child from school attendance will be paid in full unless the child ceases to be enrolled at the school.
- Enrolment of a student after the first day of term and before mid-term carries full term fee costs. Enrolment after mid-term carries half term costs.

- Departure from the school in the first half of a term carries half term costs. Departure from the school in the second half of a term carries full term costs.

3. Exemptions/Remissions

- In cases of genuine hardship fee exemptions and fee remissions may be given. At an interview with the Principal the family will need to provide details of their financial position by completing the Archdiocesan Fee Remission Application Form before the matter is referred to the School Finance Committee. The School Finance Committee consists of the School Finance Officer, the Principal, the Board Chair and the Board Treasurer.
- All cases will be dealt with due regard to confidentiality – The School Finance Committee will not divulge the names of applicants to the School Board.
- Any variation to fees by way of exemption or remission will be reviewed at the commencement of each year.
- Acceptance into extra-curricular activities outside the mainstream educational programme may be refused if school fee obligations have not been met.

4. Collection of Fees

- School Fees Accounts will be issued in **Week 2 of each Term**.
 - Payment is requested by the close of business on the Friday of **Week 6** (except for those families paying by direct debit).
 - Families paying by direct debit will be informed if current payments are not meeting fee requirements.
 - Reminder notices for overdue accounts will be issued in Week 7 of each Term, allowing a further 7 days for payment. A \$50 late fee may be charged to assist with processing costs.
- a) If there is no response to the reminder notice the following action will be taken:
- i. The Finance Officer or Principal will contact the family by phone or letter requesting payment or to arrange an interview to discuss the matter.
 - ii. If no response is received to this contact, the Principal will send a second letter stating that ‘the School Finance Committee will need to become involved in this matter’. A copy of the School Fee Policy will also be forwarded to the family. At this time the identity of the family will need to be disclosed to the School Finance Committee of the Board.
 - iii. If no response is received to the Principal’s contact, the School Board will send a letter requesting immediate payment or to attend an interview with the Principal to avoid debt collection procedures.
 - iv. If no response to the letter from the School Finance Committee, the Parish Priest will be notified and a debt collection agency may be contracted, following approval by the School Finance Committee, to finalise the matter.
- b) If a family member attends an interview with the Principal, an arrangement may be made for payment by instalments. This arrangement is documented and the family will be notified by letter of this arrangement. If instalment payments commence as arranged but discontinue, the family will be contacted by phone or letter requesting an explanation.
- i. If no effort is made to recommence instalments within 14 days, a further letter will be sent from the School Finance Committee.
 - ii. If no response to the School Finance Committee’s contact, the Parish Priest will be notified and a debt collection agency may be contracted, following approval by the School Board, to finalise the matter. CE will be notified in writing if the case goes to judgement or court.

Under no circumstances is the school or its agents permitted to conduct matters in an intimidating or threatening manner, or seize goods and chattels for the recovery of outstanding debts.

5. Refund of School Fees where a child is withdrawn during term time

- Where a child is withdrawn from the school part way through the term and the school has received a minimum of two weeks written notice of this, the family is eligible for a refund of fees as follows:
 - a) Where the date of departure (taken from the last day in the week the student leaves) is within the first half of the term, 50% of that term's fees plus all fees for any subsequent terms paid.
 - b) Where the date of departure (taken from the last day in the week the student leaves) is in the second half of the term, the family would not be entitled to a refund of fees for that term.
- If the notice period given has been less than the minimum then refunds will be at the discretion of the Principal giving regard to the circumstances of departure.

6. Eligibility to be treated as a family for billing purposes

- The following decision making process is followed in determining whether a family structure exists for fee billing purposes.
- To be eligible to be treated as a family unit for billing purposes, each person with parental responsibility must have signed the enrolment forms to accept responsibility for the children and satisfy one of the following two conditions:
 - That a sibling relationship (as defined above) exists between the children, or
 - That the person with parental responsibility and the children predominately reside at the same address (either permanently or at least a 50% shared custody arrangement).
- A child cannot be a sibling for more than one family situation for CE Tuition Fee purposes. Where a child may be considered to be part of two or more family structures, they can only have the sibling discount arrangement for that child applied to one family (usually the family where the child predominately resides).
- The principles adopted here can also be used to determine whether a family/sibling relationship exists for enrolment priority purposes.

7. Fee Structure

- The fee structure is reviewed and determined by the School Board in Term 4 of each year.

8. Excursions - Parents wishing to pay for excursions throughout the year in small repayments rather than one large lump sum payment are most welcome to organise this through the front office.

REFERENCES

School Fees and Levies Policy (CE)

Forms

- Archdiocesan Fee Reduction Application Form
- Letter to parents (non fee paying) template
- Fee Remission Letter template

Approved by:	School Board
Issuing Group:	Executive
Implementation Date:	2015
Supersedes Policy Dated:	2010
Revision Date:	2020
Contact Officer:	Principal

