FEE STRUCTURE AND COLLECTION POLICY

Year Drafted: 2005
Year Reviewed: 2007
Reviewed: 2009
Reviewed: 2013
Due for Review: 2016

RATIONALE
Our Lady of the Cape Primary School is a community of faith where the gospel values of Christ are central to all school activities. The full potential of each child is developed in a collaborative learning environment that recognises the rights of self and others.

INTRODUCTION
School fees provide Our Lady of the Cape Catholic Primary School with funds essential to the operation of the school. The fees are set in accordance with the directives from Catholic Education Office of Western Australia. Every effort is made to keep fees at a reasonable level and any yearly increments are in line with information received from the CEOWA.

FAMILY DISCOUNT STRUCTURE
A discount structure is provided, on the tuition component of the fees only, depending on the number of students attending the school. This information is provided on the yearly fee schedule.
Parents are given a copy of the fee structure at the Enrolment Interview and updates are sent home via the newsletter after ratification by the School Board in November each year.

Tuition Fees (Pre-Primary to Year 6)

<table>
<thead>
<tr>
<th>Student Order</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Student</td>
<td>0%</td>
</tr>
<tr>
<td>Second Student</td>
<td>15%</td>
</tr>
<tr>
<td>Third Student</td>
<td>45%</td>
</tr>
<tr>
<td>Fourth Student</td>
<td>100%</td>
</tr>
</tbody>
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AMENITIES FEE
This fee covers many of the incidental costs that arise during a school year. It will cover some of the costs associated with printing, excursions, incursions, special art or craft lessons and other similar activities. It is not set to increase the amount of fees collected but to cover costs that would usually need to be collected during a normal school year. The payment of this fee streamlines our accounting process and hopefully makes life easier at home by reducing the number of times parents need to send small amounts of money to school to cover the cost of school related activities.

BUILDING LEVY
Each family is required to pay an annual levy towards the debt servicing of the school's capital works. This covers a small proportion of the total debt servicing of the school. This levy is not tax deductible.
P&F LEVY
Each family is charged a P&F Levy to assist the Parents and Friends Association in carrying out the many activities they take on during the year that enhances the education and facilities for every student attending OLC.

IT LEVY
Information Technology is an essential element of the students’ education and is integrated across the curriculum. The funds raised through this levy are used to maintain and update our Information Technology requirements on a regular basis.

BUS LEVY
Each student is charged a bus levy to assist the school hiring a bus (with seatbelts) in carrying out the many activities they take on during the year that enhances the education and facilities for every student attending OLC.

CATHOLIC SCHOOL STUDENT INSURANCE
This charge enables all students to be insured 24 hours a day 365 days per year for any accident that may occur at school or at home. Please read the policy that is sent home at the commencement of each year. Claim forms are available from the school.

SWIMMING LESSONS
Students from Year One to Year Six attend interm swimming lessons each year. The costs for pool entrance and transport are charged for each student. Swimming tuition is free.

SCHOOL CAMPS
Two camps are held each year. A Year 5 Camp, and in Year 6. The costs for the camps vary depending on venue and amount of subsidy received through fund raising. Parents are notified as early as possible regarding the cost of camp.

FAMILY ASSISTANCE – HCC CARD
Holders of a current means tested Health Care Card or Pensioner Concession Card with the code ‘PPS’ may be entitled to a discount on tuition fees. This discount only applies to ‘Tuition Fees’ and does not apply to any other levies collected by the school or student accident insurance. Please enquire at the school regarding your eligibility.

- **Holders of a valid HHC must present their current card to the school office per term in order to receive a tuition fee discount.**
- **Holders of a valid HHC will only be entitled to pay school fees per term.**
Payment of Accounts
The prompt payment of fees is essential for the school to maintain an efficient cash flow. It also significantly reduces the unnecessary addition to the administration workload in following up outstanding accounts. Parents are asked to make an appointment with the principal to arrange a confidential meeting if concerns regarding the payment of fees arises. As in line with the ethos of the school, we wish to help families make individual arrangements should financial difficulties occur.

The payment of fees can be made by:

1. Full payment of the fees made by the end of week four in term one.
2. Four payments made by the end of week four in each term during the year.
3. Direct payments made to the school on a regular basis through the Catholic Development Fund or some other financial institution.
4. Individual arrangements made with the school administration.

Full credit card, EFTPOS, direct debit and B-Pay facilities are available.

Please feel free to call or visit the office if any further assistance can be provided in regards to the payment of fees.