



# Tenison Woods Catholic Primary School

## 2019 Finance Information/Fee Policy

***Assisting families in fulfilling their financial obligation of meeting the fees associated in sending your child(ren) to the school.***

The information contained in this leaflet is for all parents/carers to advise you of the financial responsibilities of sending your child/ren to Tenison Woods Catholic Primary School (TWCS) in 2019.

As a Catholic Parish Primary School, TWCS receives funding from a number of sources in order to cover the cost of providing education to children in this school. The payment of fees form an important part of the overall financial income of the School, and are set to ensure that the School continues to operate with a balanced budget and is able to continue to meet all its financial obligations now and into the future in accordance with directions provided by SACCS and Government Authorities.

Fees are set each year with the approval of the School Finance Committee and School Board based on advice contained in the Catholic Education Office Annual Guidelines. In setting the fees, the Board is conscious of ensuring that the fees set are kept minimal, while providing your child/ren with quality educational facilities and providing good resources to ensure your child/ren get the most from the curriculum we offer.

**Tuition Fee:** Annual charge for tuition costs.

**Composite Fee:** Annual charge covering educational materials and resources for the year, including stationery & art materials, class excursions, annual swimming program, book hire, guest speakers, educational programs etc. This charge does not cover sport fees such as basketball, netball, soccer, cross country etc.

**Technology Fee:** Annual charge that encompasses all costs associated with technology. Tenison Woods Catholic School offers 1 device per student, we do not require students to buy or supply their own device.

### **Discounts:**

Discounts are offered for second and subsequent children, from any one family, attending the school. The following discounts on Tuition Fees will apply in 2019:

First Child	Full Fee
Second Child	5%
Third Child	10%
Fourth Child	15%

### **Annual Payment Discount:**

Families who pay their account in full prior to the end of February will receive a discount of \$100 per child applied to their fees.

**Building Fund:** Annual charge per family to assist the school in meeting capital expenses.

**Canberra Trip:** Full cost of trip is billed to families over a 2 year period; first instalment billed in year 5 with balance in year 6.

### **Payment of School Fees:**

School Fees are billed at the beginning of each year. A fee statement is sent to all families within the first two weeks of the school year. A letter advising of payment options is to accompany this statement. Accounts are to be paid in full of the same year unless other payment arrangements have been agreed upon. The school offers regular weekly, fortnightly or monthly repayment options from your nominated bank account or regular fortnightly or monthly repayment options from your nominated bank account or regular fortnightly or monthly repayments from your credit card. If this is the case a payment agreement must be issued by the School and signed by both the family and the School with payment instructions. **It is expected that all fees for any year are paid in the year in which they occur.**

All parents/carers are reminded that they have entered into a legal contractual agreement for the payment of fees when they signed enrolment forms and accepted enrolment of their child/ren at the School. At the time of enrolment, parents and guardians, give consent for the school to contact any other Catholic school which their child has previously attended for the purpose of ascertaining the family fee paying record.

**Financial Assistance:**

Parents/Carers experiencing financial difficulties in meeting their obligations for the payment of fees can apply for fee assistance. Fee assistance will be applied against Tuition Fees; parents/carers are expected to cover the payment of the Composite Fee and Technology Fee.

Families seeking fee assistance will be required to submit a letter to the Bursar for special consideration; followed by an interview. In discussion with the Bursar an amount of fees is proposed. The Bursar then presents the proposal to the Principal and/or Finance Committee who make the decision as to the fees that will be charged. The identity of individual families remains confidential to the Principal and Bursar. Families are notified in writing of the decision regarding such fees.

All requests for fee assistance are reviewed on an annual basis, so it is necessary to apply for assistance each year if required.

**School Card:**

The School Card Scheme is administered by the State Government to provide financial assistance towards the cost of education for full-time students of lower income families.

The School Card process will be linked to the Centrelink Customer Reference Number and confirmation will be given by Centrelink that your income falls within the eligibility limits. School Card Applications will be in the form of a Statutory Declaration (Form A) that is signed declaring that your gross family income falls within the eligibility income criteria. Form A is available either from the Front Office on return to School in 2019 or from the DECS website – detailed below. Lodge

completed forms at the Front Office accompanied with your centrelink card, which will be sighted, photocopied and returned to you.

Applicants applying for School Card who are Self Employed or are applying under the Hardship guidelines will be required to produce financial and tax returns to support the application. These applications are assessed by the School Card Section of the Education Department of the State Government.

Any parents/carers who have queries or require further explanation regarding School Card can contact either the School's front office or DECS School Card Section on Freecall 1800 672 758.

Website:

[www.decd.sa.gov.au/goldbook/](http://www.decd.sa.gov.au/goldbook/)

**Fee Collection Procedure:**

Fees billed and distributed within the first two weeks of term 1.

Fees are due for payment by 31 March of same year or a payment agreement to be entered into.

First reminder notice posted to families for unpaid fees at the beginning of April.

Second contact is to be made with families. This may be phone, ordinary mail or registered mail.

Matter discussed with the School Finance Committee and decision made regarding future management of fee account.

School engages the services of a debt collecting agency and/or a solicitor for the purpose of collection of outstanding fees. All costs associated with collection of fees are charged to the school account.

Solicitors take the matter to court for settlement and management

if no satisfactory response is received from the family.

Fees will be charged for a full term for those families who leave part way through the School Term.

At all times families are assured of confidentiality and privacy regarding their financial circumstances.

**Business Manager Paula Freer is available Monday through to Thursday from 9.00am to 3.00pm**

**Tenison Woods Catholic Primary School**

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**TENISON WOODS CATHOLIC PRIMARY SCHOOL  
2019 ANNUAL SCHOOL FEES INCLUDING LEVIES**

Reception to Yr 2	1st child	2nd child	3rd child	4th child
<b>Full Fees</b>				
Tuition Fees	\$1,698	\$1,613	\$1,528	\$1,443
Composite Fee	\$1,158	\$1,158	\$1,158	\$1,158
Technology Fee	\$399	\$399	\$399	\$399
Building Levy	\$255			
<b>Total Fees and Levies</b>	\$3,510	\$3,170	\$3,085	\$3,000
<b>School Card Approved</b>				
Tuition Fees	\$1,020	\$970	\$917	\$865
Composite Fee	\$1,158	\$1,158	\$1,158	\$1,158
Technology Fee	\$399	\$399	\$399	\$399
School Card Discount	-\$160	-\$160	-\$160	-\$160
Building Levy	\$255			
<b>Total Fees and Levies</b>	\$2,672	\$2,367	\$2,314	\$2,262

Yr 3 to 6	1st child	2nd child	3rd child	4th child
Tuition Fees	\$1,698	\$1,613	\$1,528	\$1,443
Composite Fee	\$1,180	\$1,180	\$1,180	\$1,180
Technology Fee	\$399	\$399	\$399	\$399
Building Levy	\$255			
<b>Total Fees and Levies</b>	\$3,532	\$3,192	\$3,107	\$3,022
<b>School Card Approved</b>				
Tuition Fees	\$1,020	\$970	\$917	\$865
Composite Fee	\$1,180	\$1,180	\$1,180	\$1,180
Technology Fee	\$399	\$399	\$399	\$399
School Card Discount	-\$160	-\$160	-\$160	-\$160
Building Levy	\$255			
<b>Total Fees and Levies</b>	\$2,694	\$2,389	\$2,336	\$2,284

**ADDITIONAL FEES:**

Camp Fees	to be determined by individual units and billed accordingly
Canberra Trip	Yr 6 trip - full cost billed to yr 5 & 6 students over 2 years
Curricular Extension Activity	determined by EECA ie. Soccer, Netball, Cross Country etc.

**COMPOSITE FEE:**

Annual charge per student covering educational materials and resources - including stationery & art materials, class excursions, annual swimming program (\$60) per student, book hire, guest speakers and educational intervention programs. Maintenance & Utility subsidy, CEO levy subsidy & SchoolCare student accident cover.

**DISCOUNTS:**

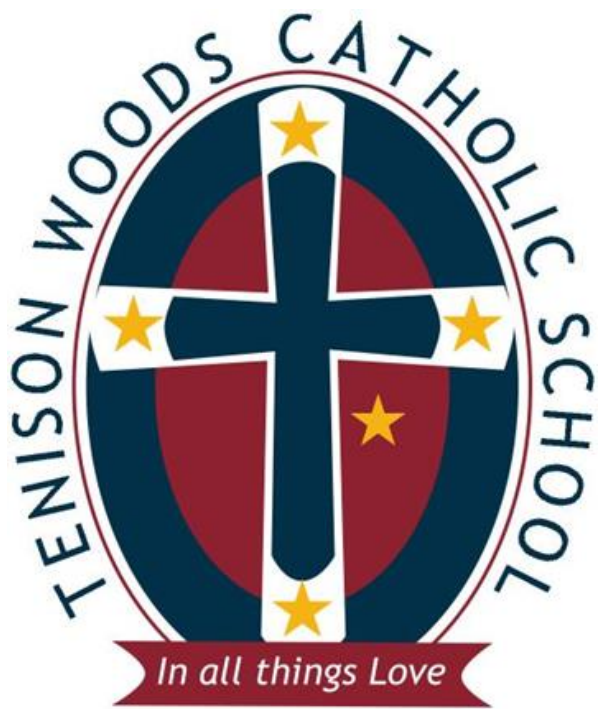
A discount of \$100 is applicable for each child if all fees are paid in full by the end of February.

**SCHOOL CARD**

School Card – In the Annual Guidelines provided to us from the Catholic Education Office section 6.2.2.3 the instruction states

"In order to qualify for that portion of the Needs Allocation distributed for School Card students it is expected that the automatic fee reduction for School Card students will be a minimum of 40%. This will be higher for specific cases of need".

\*\*The primary school student school card discount amount is based on CPI and the amount will be set in Dec/Jan.



## TENISON WOODS CATHOLIC PRIMARY SCHOOL

Tenison Woods Catholic Primary School  
68 Brooker Tce, Richmond S.A. 5033

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