



Tenison Woods Catholic Primary School

2021 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 2021.

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.

Annual School Fee: Annual fee covers all education costs:

- ❖ tuition incl. education programs
- ❖ educational materials and resources for the incl. stationery & art materials.
- ❖ all costs associated with technology supply and support. Yr 3-6 students are issued with their own personal MacBook Air for use at school and Rec-Yr2 iPad shared device, ratio 1 device to 2 students. TWCS do not require students to buy or supply their own device.
- ❖ class excursions and incursions.
- ❖ annual swimming/aquatics program.

This charge does not cover extra curricula sporting fees such as basketball, netball, soccer, cross country etc; participation fees are capped at \$10.00 per student per event.

New Reception enrolments pay **NO FEES** for Terms 3 and 4.

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 2021:

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.

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 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.

Families seeking fee assistance will be required to submit a letter to the Business Manager for special consideration; followed by an interview. In discussion with the Business Manager an amount of fees is proposed. The Business Manager 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 Business Manager. 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.

Low Income:

Low income Fee is granted to families who are eligible for 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 2021 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:

<https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

Fee Collection Procedure:

Fees are 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 is 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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2021 ANNUAL SCHOOL FEES

Reception to Year 6	2021 1 st Child	2021 2 nd Child	2021 3 rd Child
Full Fee	\$2,990	\$2,840	\$2,690
Low Income Fee	\$1,795	\$1,705	\$1,615

Annual Fee with Sibling Discounts

Full Fee

No. of Children	Fee per child	Total per family
1	\$2990	\$2990
2	\$2840	\$5830
3	\$2690	\$8520

Lower Income Fee

No. of Children	Fee per child	Total per family
1	\$1795	\$1795
2	\$1705	\$3500
3	\$1615	\$5115

Breakdown of Fee if paying by instalment

(payment agreement must be issued by the School – contact the School for further information)

Full Fee

No. of Children	Weekly (52 weeks)	Fortnightly (26 fortnights)	Monthly (12 months)
1	\$57.50	\$115	\$250
2	\$112	\$224.50	\$486
3	\$164	\$328	\$710

Low Income Fee

No. of Children	Weekly (52 weeks)	Fortnightly (26 fortnights)	Monthly (12 months)
1	\$34.50	\$69	\$150
2	\$67.50	\$135	\$292
3	\$98.50	\$197	\$426.50



TENISON WOODS CATHOLIC PRIMARY SCHOOL

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