



Tenison Woods Catholic Primary School

2023 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 2023.

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 our 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. Rec-Yr2 students are issued with their own personal iPad and Yr 3-6 students are issued with their own personal MacBook Air for their use as per the ICT User Agreement. TWCS do not require students to buy or supply their own device.
- ❖ class excursions and incursions.
- ❖ annual swimming/aquatics program.
- ❖ School representative sporting carnivals.

FFPOS – Full Fee Paying Overseas Students:

Students residing in Australia on a visa type that is not eligible for recurrent government funding are required to apply for enrolment on an individual basis. The application is assessed by the Principal to determine eligibility for enrolment. FFPOS students are billed a pre-determined annual tuition fee. This fee must be paid in full prior to commencement.

Should the visa status change to a visa type that becomes eligible for recurrent government funding

during the enrolment period, the difference in the FFPOS tuition fee and annual school tuition fee will be refunded.

Extra-Curricular Sport

The annual school fee does not cover extra-curricular sporting fees such as basketball, netball soccer.

School Camp Fee:

School camps are an additional cost to the annual school fee. Camp fees are billed at the beginning of the school year charged to your school fees account.

New Reception enrolments pay **NO FEES** for Terms 3 and 4 (only if student commences prior to 4 August Census date)

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 2023:

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 28 February 2023 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 by 30 November 2023. 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; with the understanding that all fees are paid in full by 30 November 2023.

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 meet with the Finance Manager for special consideration. In discussion with the Finance Manager an amount of fees is proposed. The Finance Manager then presents the proposal to the Principal, who will determine the outcome and fees that will be charged. The identity of individual families remains confidential to the Principal and Finance Manager.

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 2023 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 Change of Circumstances/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 2023 or a payment agreement must be in place - authorised by the School.

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 by phone, email 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.

Finance Manager, Paula Freer is available Monday through to Thursday from 9.00am to 4.00pm

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2023 ANNUAL SCHOOL FEES

Reception to Year 6	1st Child	2nd Child	3rd 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	\$ 2,990	\$ 2,990
2	\$ 2,840	\$ 5,830
3	\$ 2,690	\$ 8,520

Low Income Fee

No. of Children	Fee per child	Total per family
1	\$ 1,795	\$ 1,795
2	\$ 1,705	\$ 3,500
3	\$ 1,615	\$ 5,115

Breakdown of Fees - paying by instalment (1 Feb 2023 to 30 Nov 2023)

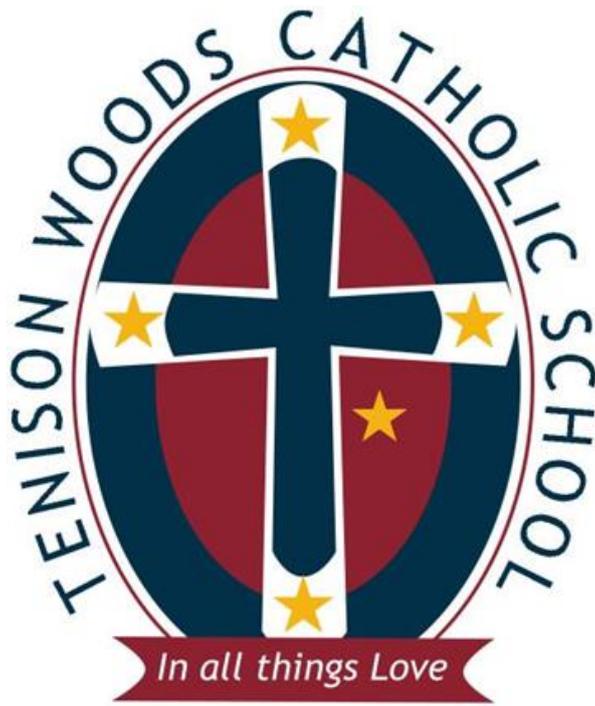
(payment agreement must be issued by the School - contact the School for further information)

Full Fee

No. of Children	Weekly (43 weeks)	Fortnightly (21 fortnights)	Monthly (10 months)
1	\$ 69.54	\$ 142.39	\$ 299.00
2	\$ 135.59	\$ 277.62	\$ 583.00
3	\$ 198.14	\$ 405.72	\$ 852.00

Low Income Fee

No. of Children	Weekly (43 weeks)	Fortnightly (21 fortnights)	Monthly (10 months)
1	\$ 41.75	\$ 85.48	\$ 180.00
2	\$ 81.40	\$ 166.67	\$ 350.00
3	\$ 118.96	\$ 243.58	\$ 512.00



TENISON WOODS CATHOLIC PRIMARY SCHOOL

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