



# GUARDIAN ANGELS' SCHOOL SCHOOL FEES POLICY AND PROCEDURES STATEMENT

## SCHOOL FEES POLICY

At Guardian Angels' we are committed to providing a Catholic education to all children in the parish whose parents wish to enrol them and where they can be accommodated. We are also aware that from time to time some parents find themselves in financial difficulties. With this in mind, our aim is that no Catholic student will be denied a place in our school due to parents' genuine inability to pay full or even part fees.

Unless there is an agreement for fee concessions at enrolment, the acceptance by parents of a position at Guardian Angels' assumes the ability to pay fees in full. Future concessions can be considered only in cases where children have already enrolled and where financial circumstances have subsequently changed in such a manner as to make fee adjustments necessary.

## SCHOOL FEES BILLING PROCEDURE

1. An account of fees and levies will be issued by the School at the start of each term, payable by the due date.
2. Any arrangements to vary the terms of payment must be made with the Parish Priest and the Principal, through the Principal.
3. Reminders on outstanding accounts will be processed within 14 days after the due date.
4. Accounts which remain outstanding 21 days after the due date will be dealt with in one or more of the following ways:
  - o Phone contact
  - o Letter from the Principal
  - o Interview with the Principal
5. Non communication with the Principal relative to outstanding accounts may result in engaging the services of debt collectors as has been the procedure in past years.

## FEES CONCESSION PROCEDURE

1. Families wishing to apply for concessional fees should do so on the form "Concessions-Adjusted Financial Arrangements" obtainable from the School Secretary.
2. Once a fee concession is granted, it is **essential** that this commitment is honoured in full and on time. If family circumstances change the school **must** be informed.
3. If concessions are required beyond the current year, new arrangements must be negotiated at the start of each school year.
4. The school is willing to arrange different methods of payment if this is a help to the individual family. Please contact the Finance Secretary or a member of the school administration team to make confidential arrangements.
5. Unless prior arrangements have been made, the school expects that agreed fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the Principal.