St Brigid’s Primary School
Debt recovery Policy

Rationale

Catholic Schools have existed in Australia for many years to nurture children in the Catholic Faith. People from other Faith traditions also choose Catholic Schools for their children.
Catholic schools need to charge fees and levies to cover their recurrent and capital costs. All parents are expected to contribute to the school via school fees and levies. Balancing the needs of the school with the social justice principles of access and equity for all is a hallmark of Catholic schooling. Concessions are offered to families in financial hardship or on low incomes. Parents can apply for a fee concession at any time by completing the appropriate application form.

Fortunately at St Brigid’s the majority of families meet their financial obligations to St Brigid’s in a timely manner. This assists the school administration to carry out its financial responsibilities and to meet its financial obligations when and as they become due. Occasionally families fall behind in meeting their financial commitment to St. Brigid’s as agreed to at the time of enrolment or as stated in the fee concession agreement. It is a matter of justice to all that every family makes a fair contribution the financial operation of the school.

The following procedure will be used to recover outstanding debts:

1. Once an account becomes overdue a reminder will be issued with a 14-day payment period. The letter will include an invitation to contact the principal should the account be unable to be paid in full within the time. It will also include an invitation to look at alternative payment option or possible concessions.

2. If the account is still unpaid and there is no satisfactory response to the first letter a second letter requesting full payment within 7 days will be issued.

3. Should the account remain unpaid and still no satisfactory response is made the account will be forwarded to the debt collection agency for their attention, which may include legal action against the parents concerned.

4. Brisbane Catholic Education Policy does allow for children to be excluded from school for the non-payment of school fees. If the debt remains unpaid exclusion is the final option.