



JOHN TERRY CATHOLIC HIGH SCHOOL

Under the patronage of Mary, Help of Christians
A Catholic Co-Educational High School to Serve the Macarthur Region
Demetrius Road ROSEMEADOW NSW 2560
Phone: 4645 8100 Fax: 4645 8111
www.jtchsdown.catholic.edu.au

5 December 2016

Dear Parents/Carers

SCHOOL FEE MANAGEMENT 2017

The Catholic Education Office has released a new **Diocesan School Fee Management Policy** for the management of school fees across all systemic Catholic schools in the Diocese of Wollongong. This policy will take effect from January 2017 and will be made available for you to view on our school's website. This document provides schools and families with detailed information regarding school fee administrative processes including invoicing, payment mechanisms, sibling discounts, how to apply for fee concession and actions in the case of non-payment.

A summary of the main features of this policy that affect our school is as follows:

INVOICING AND DISTRIBUTION OF SCHOOL FEE STATEMENTS

As of 2017, schools will move to **annual** invoicing of accounts. This will replace our usual method of invoicing over the first three terms of the year. This will not affect John Therry as we already bill annually. The only change will be that camp/retreat fees will be included in the annual invoice. It is anticipated that the annual invoice will be distributed early in February each year. Accounts are due 30 days after the date of invoice unless a periodic payment arrangement is made with the school. Invoices and account statements will still be distributed to all parents/carers, either by email or sent home in hard copy by mail if required.

SCHOOL FEE AGREEMENTS

Paying school fees periodically over the duration of the school year is still offered and families who wish to take advantage of this flexibility, rather than pay within 30 days, will need to have in place a current **School Fee Agreement** to advise their preferred method of school fee payment, amount and frequency. For your convenience, this Agreement will be emailed to you with your first school fee statement or a hard copy will be included when your first statement is mailed out.

The School Fee Agreement requires you to advise the amount of your periodic payment. An online 'School Fee Calculator' will be available on the school's website to assist in the determination of the payment amount. School Fee Agreements may also be accessed through the school's administration office. Please return the agreement to the school office as soon as possible with any applicable payment authorities. Families who do not return agreements will be subject to payment within 30 days.

As offered in the past, there are a range of flexible payment options open to Parents/Carers as follows:

METHODS OF PAYMENT OFFERED:			
BPay Payment	Bill Code and Payment References on statements	Direct Debit	Available on the school's website or school office
Credit Card	Facility is printed on statements	EFTPOS	Available in the school office
Cash/Cheque	Payment at the school office	Centrepay	Available from the school office
Online	Payment via the school's website		
FREQUENCY OF PAYMENT:			
Periodical Payments may be made Weekly, Fortnightly or Monthly on a date that suits the family budget.			



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If you are currently paying periodically, it is necessary to review your payment using the 'School Fee Calculator' as the amount invoiced varies from year to year with increases in fees, and the changing profile of your family. **Please submit an amended new School Fee Agreement for any new payment amount or change in method of payment.** Naturally, Direct Debit and Centrepay payments will require an amended authority.

All families who currently have periodical payments in place will be required to complete a new School Fee Agreement to confirm their arrangements.

FINANCIAL HARDSHIP

If your family is experiencing **genuine financial hardship**, please contact the school office to make an appointment with the Principal to confidentially discuss your situation.

Please do not hesitate to contact the school office if you require explanation or assistance in relation to school fee matters.

Yours Sincerely

Karen Young
Principal