



CRAFERS PRIMARY SCHOOL

Payment Policy

Rationale:

Increases in outstanding fees have made it necessary to review our Payments Policy, particularly in relation to debt recovery. Please review the following information and contact finance officer Megan Hider on (08) 8339 1073 if you have any questions.

Payment Types:

There are two types of payments that you will need to make during the school year

1. Materials and Services Charges (one-off payment).
2. Other Charges (extra-curricular charges during the school year).

Materials and Services Charges:

1. In 2017, the Materials and Services charge is \$363.
2. The parents/legal carers of students are responsible for paying the charge.
3. Materials and Services are charged once per student per calendar year.
4. Approved School Card holders cannot be legally pursued for the monetary difference between the school card amount and the prescribed Materials and Services Charges approved at Governing Council. This is considered a voluntary contribution.

Other Charges:

1. Extra-curricular charges (i.e. camps and excursions) must be paid if you have signed a participation form and agreed to pay the associated costs.
2. These charges can be paid with cash or credit card through the front office, or charged to your school account.
3. Approved School Card holders who have entered into an agreement with the school for these extra-curricular charges can be legally pursued if payments are not made.

School Card:

1. This is a government payment to support eligible families with the Materials and Services Charges. The eligibility is based on the applicants combined family gross income falling within School Card income limits. Eligibility is not based on Centrelink payments or Family Tax Benefit payments. Forms are available at the front office or from Centrelink.

Invoices and Payments:

1. Your Materials and Services tax compliant invoice will be posted to families at the beginning of term 1 with **Payments due by the end of Term 1**.
2. Every term a family Statement will be mailed out.
3. Payment of balance of account is to be made every term on receiving the family Statement.

Payment Plans:

1. If you are having difficulties paying your Materials and Services Charge by the end of Term 1, you must contact the school to arrange a Payment Plan, which will consist of payment installments.
2. The finance officer and debtor will confidentially negotiate and sign an instalment agreement. The agreement will detail the amount and due date for each installment.
3. Other payment options available to families are:
 - Direct Debit, a service to enable regular installments to be paid towards school fees from a nominated account. Forms are available from the front office.
 - Centre-Pay is a free direct bill paying service offered to customers receiving payments from Centrelink. This can be organised via Centrelink Online Services, completing the CentrePay the 'Easy Way to Pay Your Bills' form (SA3254). This service allows families to

have a regular amount deducted from their Centrelink payment. Crafers Primary School Reference Number is 555 101 848S. Forms are available from the front office.

Defaulting on Materials and Services Charges:

1. Materials and Services payments are due by the end of Term One.
2. If you haven't paid your Materials and Services Charge by the start of Term Two, or contacted the school to establish a Payment Plan, **your school account will be frozen**, i.e. you will not be able to add any further charges associated with school activities, uniform, etc. until a payment plan has been entered into or payment of arrears is complete.
3. If you haven't paid your Materials and Services Charge by the end of Term Two, or contacted the school to establish a Payment Plan (see above), **a debt recovery process will begin**.
4. The school may elect to pursue the debt through either:
 - DECD Central Debt Collection; or
 - An independent debt collector.
5. If you have negotiated a Payment Plan and you default on 2 consecutive instalment payments (and fail to renegotiate your Payment Plan), **a debt recovery process will begin**.

Defaulting on Other Charges:

1. Similarly, if you haven't paid your Other Charges (extra-curricular activities fees) by the end of each term or contacted the school to establish a Payment Plan (see above), **your school account will be frozen**.
2. If your Other Charges (extra-curricular charges) remain unpaid by the end of each term or you have not contacted the school to establish a Payment Plan (see above), **a debt recovery process will begin**.


Waiving or reducing the Materials and Services Charge:

1. The Principal can waive or reduce the Materials and Services Charge in situations of financial hardship.
2. The waiving or reduction of the charge will be dealt with confidentially between the debtor and the Principal.

Alterations to this policy:

This policy will be reviewed by the Finance Committee and suggested amendments will be forwarded to Governing Council for adoption.

Registration:

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| Adoption Authority: | Crafers Primary School Governing Council _____ |
| Date of Adoption: | 28 June 2017 _____ |
| Review Date | December 2017 or earlier if required _____ |
| Chairperson of Governing Council |  _____ Signature |
| Convener of Finance Committee: |  _____ Signature |
| Principal: |  _____ Signature |