MARIST SISTERS’ COLLEGE
SCHOOL FEE POLICY

DEFINITION
“The financing of Catholic schools is a shared responsibility involving the schools, parents, parish, Catholic Education Office and Governments” (Handbook for Systemic Schools CEO Sydney). The school fees are set under the authority of the CEO and the School Finance Committee.

SCHOOL FEE PAYMENT PROCEDURE
1. Fees are payable 4 weeks after posting.
2. If school fees are not paid then, our Business Manager must be notified.
3. If late payment/reductions are required an appointment must be made to see the Business Manager.
4. Documentation must be completed ANNUALLY before reductions are approved.
5. Split payment forms will be distributed where appropriate.

CEO SYSTEM PROCEDURES FOLLOWED IF NO RESPONSE TO THE ABOVE PROCESS
6. A letter stating that the school may not release student reports if parents have not contacted the school re fee payment.
7. Notification to the Director of Financial Services, Catholic Education Office.
8. In consultation with CEO, employment of Debt Collector to follow through on fee collection.

METHODS OF PAYMENT
The preferred method of payment is BPAY or EFTPOS/CREDIT CARD although we do accept cash, cheques and Centrepay as well.

These processes are in accordance with policies outlined in the Handbook for Systemic Schools (CEO Sydney).