



# St John Vianney's Primary School

[www.sjvmulgrave.catholic.edu.au](http://www.sjvmulgrave.catholic.edu.au)

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## PROCEDURES FOR THE COLLECTION OF SCHOOL FEES AND LEVIES

Step	Date	Activity
1	Term 1 Week 1 - 2	<ul style="list-style-type: none"> <li>- Families are notified via SMS and email that School Fee Statements are available on the ICON Community ePortal with the expectation that a first instalment will be received by 14<sup>th</sup> February and that the account will be paid in full by the end of October if paying in instalments.</li> <li>- New families should have returned their payment option form to the school in Nov/Dec of the prior year.</li> </ul>
2	Term 1 Newsletter 1	<ul style="list-style-type: none"> <li>- Principal informs families via the school newsletter that accounts are now available on the ICON Community ePortal with the expectations stated above.</li> <li>- Principal informs families that if they need consideration with the payment of their account they are to contact the school to arrange a meeting.</li> </ul>
3	Term 2 Week 2	<ul style="list-style-type: none"> <li>- Letter is sent home to families who have not kept up their commitments by making a payment by mid-February.</li> </ul>
4	Term 2 Week 4	<ul style="list-style-type: none"> <li>- Reminder letter is sent home to families who have not responded to Step 3.</li> </ul>
5	Term 3 Week 2	<ul style="list-style-type: none"> <li>- If there is no response the Business Manager will contact the family to set up a meeting with the Principal.</li> <li>- At the above meeting an "Arrangement Authority" is completed and signed by both parties.</li> </ul>
6	Term 3	<ul style="list-style-type: none"> <li>- Families not adhering to the arrangements in the "Arrangement Authority" to be reminded via a letter.</li> <li>- If there is no response to the above letter a meeting with the Parish Priest, Principal and Business Manager is organised.</li> </ul>
7	Term 3	<ul style="list-style-type: none"> <li>- Failure to adhere to the above will result in the matter being referral to solicitors/debt collectors. This will be communicated via a letter.</li> </ul>