



SCHOOL FEES PAYMENT POLICY

SCHOOL FEES

- School fees are set by the School Board annually with any changes being notified to parents/guardians in advance.
- Information on the level of school fees can be obtained from the General Office and the School Website.

ACCOUNTS

- The invoice for full year's school fees are issued in **term 1**.
- Fee Statements are issued quarterly to reflect the balance of fees outstanding.
*Other charges, e.g. Excursions, Bus fees are separately listed on the fee statement.

PAYMENT OF FEES & DISCOUNTS

- **Parents holding a valid Health Care Card and or Pension Card may be eligible for a 5% discount on their gross school fees¹.**
- Full year payments are due and payable by the end of **term 1**. If full year payments are made before the end of term 1, net school fees will attract a 15% discount.
- Payments via instalment and deferred payment arrangements must be made within the first 4 weeks of term 1. A 7.5% discount will be applied on net school fee amounts if an approved direct debit option is signed by the parent within 4 weeks of term 1.
Note: No discounts to school fees will be applied to any payments made outside of the above stated time frames.
- If the above steps are not undertaken, the school reserves the right to call parents/guardians in, to make arrangement for deferred payments on all accounts that are outstanding. This arrangement must be made with the School's Accounts Department. The school reserves the right to take all necessary steps in collecting outstanding fees including termination of an enrolment and/or legal debt recovery action.

ARRANGEMENTS FOR DEFERRED PAYMENTS

- The Accounts Department will consider requests from parents who cannot meet the due date. These requests will be treated on a case by case basis. However, the School Board expects all payment arrangements to be made prior to the end of the term 1.
- The decision on whether or not to allow alternative payment arrangements to be made will be notified to the Parents/Guardians.
- Payment arrangements are entirely at the discretion of the Board. It is preferred School Policy that payment arrangements are made by **direct deposit or BPay**.

¹ The concession discount is only available to parents who meet the eligibility criteria

- Any approved alternative payment arrangements that are not strictly adhered to will be withdrawn immediately upon default of a payment and recovery action on the outstanding debt will commence.

NEW ENROLMENT FEE POLICY

- Any outstanding school fees applicable to the family must be finalised or an approved payment plan arranged with the Accounts Department before any new enrolments for siblings can proceed.
- With the new enrolment, the parent will receive an upfront annual invoice that is expected to be paid in full before the commencement of the next academic year.

CHANGE IN THE RELATIONSHIP BETWEEN PARENT(S)/GUARDIAN(S)

- Parents/Guardians must inform the school if there is a change in their relationship with each other since signing the Enrolment form (e.g. Divorce or separation). Unless otherwise directed, the School Board will require that a new enrolment form be completed by the person who is to assume the obligation of paying the school fees.

WITHDRAWAL OF STUDENT FROM THE SCHOOL

- The school requires six (6) weeks' notice of withdrawal of a student, before the start of the term. The notice is required via the completion of a termination form and submitted to the general office. In default of such notice, the school will charge a full term's fee.

EXTENDED LEAVE OF ABSENCE

- School fees will be charged and payable during period of extended leave.