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# School Fee Payment Policy

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### School Fees

- ▶ School fees are set by the College Board annually and any changes to fees will be notified to parents/guardians in advance.
- ▶ Information on school fees can be obtained from the General Office and the School's Website

### Accounts

- ▶ The invoice for following year's school fees are issued in October of the preceding year.
- ▶ Fee Statements are issued quarterly to reflect the balance of fees outstanding.

### Payment of Fees and Discounts

- ▶ Parents holding a valid Health Care Card and or Pension Card may be eligible for a 5% discount on net tuition fees.
- ▶ Total school fees are due and payable by the end of term 1.
- ▶ Full payments made by the end of term 1 (01/04/21) will be eligible for a 20% discount on net tuition fees. This arrangement will only be made for this year due to the disruptions experienced by the COVID-19 pandemic.
- ▶ Payments via instalment and deferred payment arrangements must be made within the first four (4) weeks of Term 1. A discount of 7.5% will be applied on net tuition fee amounts if an approved direct debit option is signed by the parent within the first four (4) weeks of term 1.
- ▶ No discounts will be applied on school fees if any payments are made outside of the timeframes stated above.
- ▶ For accounts that are outstanding, the school reserves the right to take all necessary steps in collecting outstanding fees including the termination of the student's enrolment and debt collection or possible legal action.

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### Arrangements For Deferred Payments

- ▶ The College 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 to allow alternative payment arrangements will be notified to the Parents/Guardians.
- ▶ Payment arrangements are at the discretion of College Executive Management.
- ▶ Deferred payment arrangements must be made by direct deposit or BPay.
- ▶ Payment arrangements that are not strictly adhered to will be withdrawn immediately upon default of a payment and recovery action on the outstanding debt will commence.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

- ▶ Before new enrolments for siblings can be considered, outstanding school fees applicable to the family must be finalised.
- ▶ For new enrolments, parents will receive an upfront annual invoice that is expected to be paid in full before the commencement of the new 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 after signing the Enrolment form (e.g. Divorce or separation). Unless otherwise directed, the College will require a new enrolment form to be completed by the person who is to assume the obligation of paying the school fees.
- ▶ If the College is not notified of changes in relationships. The parents listed on the most up

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to date enrolment forms will be liable for school fees.

### Withdrawal of Student from the School

- ▶ Withdrawal of a student from the school requires six (6) weeks' notice before the start of a school term.
- ▶ In the absence of a completed termination form submitted to the general office, a full terms school fees will be charged for the student.

### Extended Leave of Absence

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