

# SCHOOL FEES PROCEDURES

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- (1) The annual school fees are billed over four school term accounts. A student who commences during the term will be charged pro-rata of the full term's fees.
- (2) School fees are charged and are payable at the beginning of each term. Each term account must be paid by the due date, which will be detailed in the account unless a direct debit instalment arrangement is entered into with the College.
- (3) Arrangements can be made in writing for school fees to be paid in a lump sum in advance or over periods of time within a term.
- (4) In circumstances where a term account cannot be settled by the due date, the College Business Manager must be contacted in order to obtain approval for an extension of time to pay the account.
- (5) A reminder statement will be sent to all families with outstanding balances, where a direct debit agreement has not been signed with the College.
- (6) Where a term account is not paid by the due date without prior arrangement with the College Business Manager, contact with parents will be made by letter reminding that the account is overdue and requesting that it be paid in full by the date shown on the letter. In response to this letter, parents may request an interview with the Business Manager or with the Principal to discuss their current financial situation.
- (7) If no response is forthcoming, a second letter will be sent from the College advising that the account is well overdue and must be paid immediately. The letter will be followed by a phone call to ensure there is no misunderstanding regarding the account or the individual financial situation.
- (8) If school fees are still outstanding and no response has been received, the account will be forwarded to the College's Debt Collection Agent who will handle the account on the College's behalf.
- (9) Where the College's Debt Collection Agent is not able to effect an acceptable resolution, parents may be advised that their son's enrolment will be suspended until such time as a resolution is reached. This will be advised following a meeting with the Principal. Overdue accounts may result in a review of the student's continuing enrolment. The College may, at its absolute discretion, terminate a student's enrolment where any school fees are overdue and remain unpaid. This decision rests with the Principal. Where a student's enrolment is terminated the College will take legal action to recover the school fees that are overdue and remain unpaid.
- (10) Where a family is experiencing financial hardship, a concession on school fees may be available for eligible applicants. Further details as to the application process can be obtained by contacting the College. It is important that the College is advised of financial hardship at an early time so that compassionate consideration can occur. Parents applying for financial hardship assistance will be required to complete a financial assessment together with supporting documentation in order that their application may be fairly assessed by the College Business Manager. Where a concession is granted, it is expected that parents sign a direct debit agreement with the College to pay the balance of the fees. Students receiving a concession on school fees will ordinarily not be eligible to participate in any charged voluntary co-curricular activities, e.g. tours and private music lessons. Exceptionally, a financial hardship concession may include a waiver of fees relating to a period in which the relevant student has not been in attendance.