



## **FEE PAYMENT POLICY**

### **Application Fee**

A \$120 per family (GST inclusive) non-refundable **application fee** must accompany all applications.

### **Enrolment Fee**

A non-refundable **Enrolment Fee** of \$400 per child, capped at \$1,200 per family, must be paid on receipt of the Letter of Acceptance in order to secure a place for your child/children.

### **Due Date for Payment of Tuition Fees and Associated Charges**

Tuition and Membership fees are **due and payable in full by the end of the first week of each new term**. All other charges levied throughout the year are due and payable within 14 days of the statement date.

Payment can be made by cash, cheque, direct debit, EFTPOS, BPAY or credit card.

### **Fee Agreements**

Families who are unable to pay their fees in full by the end of the first week of each new term are required to pay via Direct Debit through a cheque or savings account.

### **How does a Direct Debit Work?**

Families paying via Direct Debit can pay weekly, fortnightly or monthly. The College calculates your fees for the whole school year and divides this figure by the appropriate number of payments. This amount is then automatically deducted from your cheque or savings account. Direct Debits are always processed on a Thursday throughout the year including school holidays. There are no costs associated with this service, unless the Direct Debit is dishonoured or stopped.

### **What happens when a Direct Debit is dishonoured?**

If a Direct Debit has been dishonoured, you will be requested to cover the amount of the payment by either paying in cash, cheque or credit card directly to Business Services. Otherwise, this will result in an increase in the regular Direct Debit payment. A processing fee of \$25 will be applicable for changes made to an agreement in this event.

### **What if I want to stop my Direct Debit payment going through?**

Forty eight hours notice must be given by families who wish to place a stop on a Direct Debit. Amounts must then be altered to ensure fees are paid by the end of the year. A processing fee of \$25 will be applicable for changes made to an agreement in this event.

The College reserves the right to increase the amount of direct debit with 14 days notice being given in writing in the event of the following:

- Increase in fees
- Default in payment
- If current direct debit arrangement is below the amount required to clear fees by year end.

### **Overdue Fees**

The Board may refuse re-entry into the College if any fee from any preceding term has not been paid and there is no agreement in place for repayment.

### **Fee Remission**

Fee concessions may be available to parents who have children in years 1 – 12 enrolled in standard courses of study, and who can establish to the satisfaction of the College that they have a financial need in the form of low family income. To be eligible families need to have a gross family income which falls below \$45,000 per year. Families wishing to apply need to complete an Application for Fee Remission form. When application is made the discount given will apply from the “next” school term provided that the application is returned by the due date. Reduced rates are not backdated.

### **Withdrawal from the College**

The College requires that one full term’s notice be given in writing prior to withdrawal of any student. Failure to give one term’s notice will require payment of one term’s fees.