

## **Fees Policy**

- Fees are issued annually at the start of the school year and are due to be paid in full by the end of week 4 of Term 1 to attract a discount; or paid quarterly by end of week 4 of Term 1, and by the end of week 1 of Terms 2, 3 and 4. Statements will be re-issued at the end of each term of any outstanding fees
- Fees shall consist of an administration levy per family and per student a tuition fee, a book list fee and a capital levy. Additional charges apply including a one off Step Book per family and Library Bag per student
- A non-refundable enrolment fee shall be charged for each student upon application to the School
- When a student is withdrawn from the School (temporarily or permanently), or if an enrolment is to be cancelled by the parents, they are required to give the Principal one term's notice, in writing, before the withdrawal or cancellation date. However if the withdrawal is to be effective at the end of the School year, written notice must be given by the end of Term 3. Parents who do not give such a period of notice will be liable to pay the School an amount equal to one term's fees in lieu of such notice.
- For absences of 5 weeks or more per term, application may be made for reduction of tuition fees by 50%. Written notification with one term's notice is required, prior to the child's absence from school, in order for the family to be eligible for reduction in tuition fees
- For absences of 5 weeks or more fees must be paid to retain the child's enrolment, otherwise notification of withdrawal from the school shall be made and a new application will be required
- A Family Discount Fee Scheme operates at the School of 10% discount on tuition fees for the second child and 20% discount on tuition fees for third and subsequent child/ren simultaneously attending the School
- Permanent staff are entitled to a pro-rata discount of up to 20% on tuition fees for any of their children attending the School and this amount shall be reviewed annually
- Fees for short term students are set at the day rate of 10% of quarterly tuition fees (e.g. if annual tuition fees are \$2,240 then the day rate shall be \$56)
- For purposes of any calculations a term shall be assumed to be 10 weeks
- If difficulties are encountered in payment of fees, the Treasurer must be contacted immediately and a schedule of payment of fees arranged
- In the event that fees are not paid in full by due dates and no repayment plan is presented and approved, an overdue fee will be added to the balance owed
- Non-payment of fees will result in termination of enrolment and may incur additional costs when handed to the school collection agency