POLICY FOR PAYMENT / NON PAYMENT OF SCHOOL FEES

A ‘whole of term’ Fee Statement for the term, of the charges for excursions, on site activities, curriculum enhancements such as drama and levies, extra curricula activities, is sent out via each student within the first 3 weeks of each term. The Statement refers to all extra curricula activities that will be taking place for that student during that term. The due date for payment will be 4 weeks from the date of distribution. At the end of that 4 week period a Reminder Statement is posted to all families who have not paid or been in contact with this office to discuss payment. It is expected that the Term Statement is paid prior to the end of the term in which the extra curricula activities are taking place.

At the commencement of the following term a phone call is made to families with remaining unpaid Statements, except in Term 4 when this call is made close to the end of that term.

**Important**
If payment has not been received by the end of the second week of the following term then students will not be able to participate in the following term’s extra curricula activities until either payment for all outstanding fees is made or advice has been received by this office in relation to reason for non payment of the outstanding fees. A letter will be forwarded to the family advising of the non participation.

For large families, we understand that it is not always possible to pay the term statements for all children at the same time. Payment of the term statement for one child only, can be made in one fortnight/month, followed by the payment for the next child made the next fortnight/month and so on. A written note on the statement of the first payment, is enough advice for our accounts receivable officer to understand the process by which the payments for this family will be made.

Payment Plans are another option available for payment of charges for extra curricula activities. The plans allow the charges to be paid in part payments either on a weekly, fortnightly or a frequency negotiated between this office and the family. These payments can be set up by the family, with their bank, as a scheduled direct credit or BPay payment. The Payment Plan payments are to continue until the debt is paid.

An alternative to a Payment Plan is that each extra curricula activity is paid individually and must be made prior to the date of that activity. The dates of all activities are in a ‘letter to parents’ included in the Newsletter at the time of distribution of the term statement, advising of all school activities scheduled for that term. This letter is also posted on the school website.

A copy of our Payment Options Form is on the reverse side of this letter for your perusal.

Adam Mathewson
Principal

January, 2014