POLICY

1. Payment of Fees
   1.1 School Fee Accounts will be issued in Week 1 of each Term and are to be settled within 30 days unless payment is made in instalments or other arrangements are made with the Principal within those 30 days. A Late Fee of $50 per account may be applied to any overdue payments.

   1.2 Fees may be paid in instalments or by way of direct debit from a suitable financial institution account if it is more convenient for families to do so.

   1.3 All occasions of leave of absence of a child/ren from School attendance will be paid in full unless the child/ren cease to be enrolled at the School.

   1.4 Fees will be calculated on a per week pro-rata scale for an enrolment of a student after the first day of term or if a child departs the school before the end of term.

   1.5 Families seeking short term enrolment will be required to pay a pro-rata fee negotiated with the Principal.

2. Recovery of Unpaid Fees
   2.1 In justice to families who pay their School fees regularly and on time, the School will follow up all overdue school fee accounts.

   2.2 Individual Reminder Notices for overdue accounts are issued. A prominent general reminder notice will also appear in the school newsletter when the accounts are issued.

   2.3 Parents/caregivers who are unable to pay by the due date are expected to contact the School to make alternative arrangements which respect the principle of reciprocal obligation.

   2.4 If there is a failure to pay fees within 14 days of the due date, the following action will be taken:

      2.4.1 the School may contact the family by phone requesting an interview to discuss the matter.

      2.4.2 if the School cannot resolve the outstanding school fee accounts with the parents/caregivers, debt collection procedures may be undertaken to recover the amounts owing.

   2.5 The School may cancel an enrolment where:

      2.5.1 outstanding school fee amounts are owing to the School, and

      2.5.2 where satisfactory explanation and fulfilment of agreed payments have not been made.