



TERMS AND CONDITIONS

1. Tuition Fee Accounts are rendered at the commencement of each year or on entry into the College with fees being billed annually. Parents may elect to have an approved payment plan with the College to pay off their fees across the year subject to the College approval.

We reserve the right to outsource fee collection to a third party subject to privacy and data protection guarantees.

2. Parents have the opportunity to pay by lump sum in advance; or direct debit from their financial institution or Centrelink.
3. All other payments by cheque, EFTPOS or in cash will be issued with a receipt at the office. If money is sent with students, it is the responsibility of the student to pay the money immediately on arrival at school and to collect the receipt.
4. Please notify all changes of name, address, contact numbers, email address, banking details and other important information to the school promptly.
5. There are times when crisis or sudden changes to circumstances force families to leave the district at short notice. The school is sensitive to families at such times. There is, however, a need for the school to be given fair notice of departure to allow time for resources, staff and administrative adjustments.

Therefore, the College requires written notice to the Business Manager by the last day of the term which precedes the students final term of attendance. The College will inform you of the balance of fees owing, and adjust direct debit payments to finalise your account.

Only Tuition fees will be reversed on receipt of notice but fees such as excursions, capital levy, music, swimming, Laptop lease fees, IT levy etc., will not be reversed as these are not charged per term.

6. The enrolment deposit paid upon application is non-refundable.
7. Donations to the Building Fund, are deductible for income tax purposes.
8. When payments are made to a College account, your funds will be made to the oldest debt first, in the event of school fee accounts carrying over a past debt.
9. In the event that the College's efforts to recover outstanding debts have been exhausted, and external debt recovery, or legal proceedings, are deemed necessary to recover fees and charges, all recovery costs incurred will be added to the total amount outstanding.

Non-payment of fees may result in the enrolment of your child/ children being suspended.

10. Parents will be charged for the replacement/ repair costs of damaged and lost property, including textbooks, library books, broken windows/ equipment etc.
11. Whilst the school appreciates parents using their own vehicles occasionally on excursions, visits and other school business, the school cannot accept liability for any accident or incident that may arise. Any insurance excess that may be incurred are completely the responsibility of the owner of the vehicle.
12. For any enquiries or concerns about your account, please contact the Business Services Unit, Finance section as soon as possible.

Andrew Kent
Business Manager
1 July 2018