

Fee Payment Policy

Fees form an important component of the schools total income and are required to operate the school. Whilst the Board strives to ensure that Christian Education is affordable to families, all families have a responsibility to contribute and must show an ongoing commitment to the payment of fees.

General Requirements

- Fees are invoiced annually prior to the commencement of Term 1
- Families can elect to pay fees over 42 weekly, 21 fortnightly, 10 monthly, or 4 quarterly payments
- Payment arrangements are to commence by the end of Week 2, Term 1 and conclude prior to the end of Term 4
- For the 2024 year, account payments in full will attract a 4% discount when received prior to Monday the 12th of February (to be reviewed annually)
- All Fees must be paid in full by the end of Term 4 except when an alternative agreement is made with the accounts office

Payment Options

- Parent Lounge Payment Schedule (preferred payment method)
- Parent Lounge Make a Payment
- Direct Deposit
- Edstart Flexible Payment Options (Apply Online)
- Centrepay

Withdrawal of Enrolment: Notice Requirements

Parents are required to provide 9 school term weeks' notice in writing via email to the Principal prior to the withdrawal of their children from the school. To minimise the risk of miscommunication or misunderstanding that might occur, verbal notification to the administration or teaching staff is not sufficient. This notice requirement is in accordance with the terms of enrolment.

Withdrawal of Enrolment: Failure To Provide 9 school term weeks' notice

When 9 school term weeks notice is not provided in writing to the Principal, parents will be charged fees in lieu of the amount of notice not received.

- Withdrawal without notice - fees are charged for an additional 9 school term weeks
- Withdrawal with Partial notice - if 2 weeks' notice is received, fees will be charged for an additional 7 school term weeks

It is recognised that in some circumstances it is impossible to give notice. Consideration may be given by the Principals or Business Manager.

Withdrawal of Enrolment: Prorate Fees

When students are not enrolled for the full school year, Annual Fees and the IT Levy are prorated on the basis of a 37-week school year.

Parent Lounge Payment Schedule Failed Payments

A \$15.00 failed payment fee may be applied to unsuccessful TASS Parent Lounge payments by the payment gateway provider.

Overdue Fees

In managing arrears, the accounts office will consider the commitment illustrated by families to meet their fee obligations. Where an attitude of complacency regarding fee payments is evident due to inaction, the accounts office will escalate the overdue fees.

- If a problem arises with fee payments families should contact the accounts office in confidence. The accounts office can refer families to the Fee Assistance process.
- When contact is not made, the Accounts Office will contact families to ascertain the status of fee payments.
- When school fees remain overdue with no agreement in place, payments will not be accepted for students to participate in extracurricular activities.
- Fee Accounts overdue by 2 terms of fees will result in a recommendation to the Principal that the enrolment of students be withdrawn.
- Following withdrawal of enrolment outstanding fees remain due and payable.
- Unpaid fee accounts will be referred to the school's collection agency for management.

Fee Assistance

When families experience difficulties with fee payments, the Accounts Office can refer families to the Fee Assistance process to support the continued enrolment of students.

Extended Absences

Fees cannot be waived during approved or unapproved periods of extended absence.

Policy: *Fee Payment Policy*

Policy Owner: *The Board Carinya Christian Education Ltd*

Status: *Approved for Implementation Sept 2023 - Updated April 2024*

Review Schedule: *Annually*