



FEE PAYMENT POLICY

EFFECTIVE: OCTOBER 2018

FEES & CHARGES

Fees and charges are set annually by the School Council and approved by the Anglican Schools' Commission. School Fee Statements will be sent out to families in the first week of each term and are payable 14 days from the Statement date, unless there is a payment arrangement in place by Direct Debit. Billing for voluntary excursions, incursions and all camps will be charged out a term in arrears. The Schedule of Fees and Charges for each year can be found on the website.

All School fees must be paid within fourteen (14) days of Statement Date after which a late fee of \$50 will apply.

For students in Year's K-10 the total fee for each year will be levied by 4 quarterly payments.

The following options for payment are available through the School;

1. The School offers a 3% discount on tuition costs that are paid for a full year within 14 Days of the start of Term One.
2. School Fees must be paid by due date of Statement. Payments can be made by Cash, Cheque, BPAY, EFTPOS, Master Card and Visa Card. EFTPOS facilities are available at the School. Payment may be made by mail, telephone or in person. Payments by Credit Cards will attract a 1% surcharge.
3. Payment arrangement by Direct Debit Weekly, Fortnightly, Monthly or Termly.

The School does offer payment arrangements to families for the payment of their Term Statements. If you would like to discuss a payment arrangement, please contact the accounts department to discuss. accounts@stjames.wa.edu.au

Should a Direct Debit payment be returned unpaid it must be paid within 2 working days or a \$50 non-payment fee will be levied to the account on each occasion the payment is dishonoured.



Existing payment arrangements that are already in place by Direct Debit will continue automatically without the need to complete a new form. Parents are advised that once a payment arrangement has been set in place, these arrangements will continue until the Accounts Department has been advised in writing to cease, or until your children leave the School and all fees are paid.

DIRECT DEBIT OPTIONS

TERMLY

One payment by direct debit each term based upon statement amount, on due date of statement.

MONTHLY PAYMENTS

Payment by direct debit, deductions will be processed as per the Statement amount and divided by the number of payments on the selected dates as follows;

- Term 1: 3 Equal instalments on 9 February, 9 March and 9 April
- Term 2: 3 Equal instalments on 9 May, 9 June and 9 July
- Term 3: 3 Equal instalments on 9 August, 9 September and 9 October
- Term 4: 2 Equal instalments on 9 November and 9 December

Please note that in Term 4 there will only be 2 equal instalments, and as such, these amounts will be higher than instalments in previous terms.

FORTNIGHTLY OR WEEKLY PAYMENTS

Payment by direct debit commencing the second Friday of February.

Weekly and fortnightly direct debits continue year-round. Parents will be advised of updated amounts if necessary, in February.

New families will be advised of their direct debit amount soon after they commence.

***** All credit card deductions will attract a 1% surcharge*****



ACTION ON OVERDUE ACCOUNTS

Payment of all fees by the due date is a condition of continued attendance at the School and the provision of education services. Failure to pay fees as and when due may lead to the withdrawal of education services and the removal of the student from the School. The continued provision of education services for any period during which fees remain outstanding is not a waiver of this term by the School. Appropriate recovery action will commence immediately after the due date for fees has passed. Any additional costs incurred by the School to recover overdue fees will be added to the balance of the account in default.

ARRANGEMENTS FOR DEFERRED PAYMENTS

In special circumstances the School will consider written requests from parents who cannot meet the due date for the payment of school fees. Each request will be treated on its merits. The School expects that any arrangements entered into for the deferred payment of fees will result in the fees being fully paid prior to the end of the term to which they apply.

Deferred payment arrangements are entirely at the discretion of the School and may include:

- Instalment payments – weekly/fortnightly/monthly;
- Deferral for a period of time.

A written request by the parent(s)/guardian(s) can be made in writing to the School. The request must contain your reasons, including full financial details, for the request to be considered.

It is required that any approved alternative payment arrangements will be strictly adhered to. These arrangements will be withdrawn immediately upon any default in the terms agreed and recovery action on the outstanding debt will commence. Any additional costs incurred by the School to recover overdue fees and interest will be added to the balance of the account in default.



CHANGE IN RELATIONSHIP BETWEEN PARENT(S)/GUARDIAN(S)

Parent(s)/guardian(s) must inform the school if there is a change in their relationship with each other subsequent to signing the application form (e.g. divorce or separation). Under these circumstances, the School may require a new enrolment form be completed by the person(s) assuming the obligation of paying the school fees.

NOTICE OF WITHDRAWAL

The School commits resources on the basis of confirmed enrolments. Once a student has been enrolled in the School, it is essential that parents/guardians provide one full term's notice if they are intending to withdraw a student from the school. If a parent/guardian is intending to withdraw a student, then a full term's notice must be sent in writing to the Principal. Failure to do so will result in a full term's tuition fees being charged in lieu of this notice.

The School will only consider an application to waive the period of notice where extenuating circumstances apply.

Any request for waiver of fees is to be made in writing addressed to the Principal stating the reasons for the request.

STUDENT SUSPENSION/EXPULSION

If a student of the School is excluded from the school, either permanently or for a period of time, no rebate of fees is made. Any expenses incurred, must be borne by the Parents.