



# FEE PAYMENT POLICY

EFFECTIVE: JANUARY 2021

## FEES & CHARGES

Fees and charges are set annually by the School Council and approved by the Anglican Schools Commission. The School Fees for Kindergarten to Year 12 will be billed on one annual statement at the beginning of the year. The annual statement will include tuition fees, all levies and school camps. There will be no additional charge for any compulsory excursions/activities including in-term swimming lessons and the Year 5 Band Program. 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 the statement date after which a late fee of \$50 will apply unless a payment plan is already in place.**

The following options for payment are available through the School;

1. The School offers a 3% discount on tuition fees that are paid for a full year within 14 days of the statement date.
2. School fees must be paid within fourteen (14) days of the statement date. 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 Monthly, Fortnightly or Weekly.

The School does offer payment arrangements to families for the payment of their Annual Statements. If you would like to discuss a payment arrangement, please contact the accounts department to discuss: [accounts@stjames.wa.edu.au](mailto:accounts@stjames.wa.edu.au)

Should a Direct Debit payment be returned unpaid it must be paid within 2 working days or a \$20.00 non-payment fee will be levied to the account on each occasion the payment is dishonoured.

Existing payment arrangements that are 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**

### **MONTHLY PAYMENTS**

Payment by direct debit, deductions will be processed as per the Statement amount as 11 equal instalments from February 2020 to December 2020.

The instalment date will be on the 9th of each month.

### **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.

### **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.

### **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 School year.

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/Guardians.