

The Riverina Anglican College	Policy No. 22	
FEES POLICY	Effective: April 2004 Revised: Feb 2005 Revised: Sept 2016	Page 1 of 2

AIM:

To ensure:

- that all families are aware of the School Fees Policy;
- that the terms and conditions are met and are fair to all;
- that the overall financial health of the College is protected; and
- that there are adequate funds for the provision of resources necessary for the education of students at the College.

1. PROCEDURE:

- 1.1. All fees and levies are revised and declared annually by the College Board and are published in the Fees Schedule available on the school website.
- 1.2. An Application for Enrolment is to be lodged with the Application Fee before an interview appointment is made.
- 1.3. A refundable Enrolment Bond and a non-refundable Enrolment Fee is payable within 14 days of the offer of a place at the College in order to secure the student's place except where the family already has students enrolled at the College.
- 1.4. Subject to receiving appropriate notice of withdrawal and clearance (See 4.2), the Enrolment Bond is refunded once the last student in the family completes their schooling at the College.
- 1.5. School fees are charged at the beginning of each school Term and are required to be paid, in full, within 14 days from the date of invoice. If necessary, payment by instalments will be accepted (weekly, fortnightly or monthly). Payments for school fees are to be paid by direct debit.
- 1.6. The entire amount of fees is payable by all families, including all levies charged.
- 1.7. A sibling discount is offered to families where more than one child attends the College.
- 1.8. Parent(s) and/or guardian(s) will be jointly and severally liable for all payments of fees and charges.
- 1.9. A Payment Plan can be arranged providing that (a) agreed arrangements have been made with the Business Manager and (b) that the plan is adhered to with full payment of all fees and levies being achieved prior to the end of the school year.
- 1.10. Year 12 students are billed a full year's fees over three school terms. Students in Year 12 are still supported by the College and staff throughout Term 4 to assist with the HSC and end of High School transition.

2. ARREARS

- 2.1 Where payments fall into arrears 14 days after the invoice period, families will be sent a reminder statement and given the opportunity to respond within 7 days.
- 2.2 Failing a response, a follow up telephone call will be made after hours by our debt collector to arrange a definite date for payment, or a suitable payment plan. Our debt collector has the authority to act on behalf of the College and is in regular contact with the Business Manager.
- 2.3 Where fees remain unpaid after 28 days and a payment arrangement is not in place, students will only have access to Day Based activities during Activities Week.

- 2.4 The Business Manager reports monthly to the Finance Committee on families with outstanding school fees and appropriate action is discussed. In extreme cases, the family's debt may be discussed with the Board to consider further action.
- 2.5 Where families have indicated an inability or unwillingness to meet the payment of fees, an interview shall be arranged with the Principal and Business Manager to seek a suitable arrangement.
- 2.6 Where it is apparent that there is an ongoing lack of capacity or intent to pay school fees, the College Board reserves the right to terminate the student's enrolment at the College.
- 2.7 Where fees remain unpaid at the end of the school term and where there has been no attempt by the family to commence and adhere to a payment arrangement, the College will commence legal action. All costs of the legal action and Court fees will be added to the family's account.
- 2.8 Where fees remain unpaid at the end of the school year and where a sibling has been enrolled to commence in the following year, the sibling's place at the College will be forfeited until the outstanding fees are paid in full.

3. COMPASSIONATE CIRCUMSTANCES

- 3.1 In the event of a time limited financial hardship or unfortunate circumstances such as illness, a loss in the family or other hardship there may be the opportunity to refer the matter to the Finance and Personnel Committee for consideration and recommendation.
- 3.2 In such circumstances, there is no automatic assistance or extension for payment granted. Applications must be in writing to be considered by the Finance and Personnel Committee.
- 3.3 After the situation has been considered by the Finance and Personnel Committee, assistance and support may be given and a suitable payment plan formatted.

4. ABSENCES AND WITHDRAWALS

- 4.1 Absences from the College for the whole or part of any Term does not remove the obligation to make a payment of the Term's fees and charges unless written notice has been provided to the Principal. It is then at the Principal's discretion to discount a portion of the Term's fees.
- 4.2 A full Term's notice is to be given in writing to the Principal if a student is to be withdrawn from the College. A Student Clearance Form is to be completed by the student and handed to the front office prior to departure. In the event of failing to provide adequate notice of withdrawal and completion of the Student Clearance Form, the Enrolment Bond is forfeited.

5. Refunds

Payments made to the school are not refundable unless this is specifically indicated in relation to a particular activity. A complete copy of the school's Enrolment Policy is available on the Annual Report and Policies page of the school's website.

6. Security

When purchasing online from The Riverina Anglican College your financial details are passed through the Westpac Bank secure server which is covered by their security technology using the latest 128-bit SSL (secure sockets layer) encryption which is approximated to take at least one trillion years to break and is industry standard.

7. Pricing

The Riverina Anglican College sets its fees and charges at a competitive level when measured against other similar schools. All of our prices are in Australian dollars (AUD) and include GST (Goods and Services Tax) where applicable.