

# SEAVIEW CHRISTIAN COLLEGE

*Educating for Eternity - Equipping for Life*



## Collection of Fees Policy

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## Issuing of Account Statements

The College issues a Statement at the start of each year showing the fees owed for the full year. Monthly Statements are issued throughout the year showing all transactions made and the current balance of the account by the 10<sup>th</sup> of the month following.

Additional statements may be requested through the College Administration Office or by emailing College Fees Advisor [miriam.gregurke@seaview.sa.edu.au](mailto:miriam.gregurke@seaview.sa.edu.au)

## Creditable Enrolment Fee

A non-refundable amount of \$150.00 per fee paying student (the administration costs associated with prospective enrolments and interviews) is payable to the College on acceptance of enrolment. This amount will be fully credited against tuition fees upon commencement of the student.

## College Fees

College Fees are set annually by the College Board. Fees for the year are announced in Term 4 for the following year. The schedule of fees and Direct Debit Request authority are available at any time from the College Administration Office and are posted on the College website: <https://www.seaview.sa.edu.au/>

Each year, the College Board endeavours to set the College fees as low possible to assist families to be able to make the choice to send their children to an independent Christian school. They do however need to take into consideration the staff and facility costs associated with providing a high standard of education.

## Discounts

### Sibling Discounts

Generous sibling discounts are provided to parent(s)/guardian(s) who have more than one child at the College. A second sibling discount of \$700 applies and a 100% discount applies for third or subsequent siblings.

*Sibling discounts will only be provided to bona fide siblings, whether these be from immediate or blended families. It is expected that siblings would be living in the same household.*

### School Card and Concessions

Where a household's combined family gross income falls below a certain limit, families become eligible for concessional fees. Proof of annual income and a completed Application for Concession form will be required to assess eligibility. Eligibility will be assessed every new calendar year.

## Payment of Fees

### Approved Fee Payment Options:

- **Option 1: Annual Payment** – by BPAY or EFTPOS/CASH/CHEQUE at the Administration Office. A discount of \$175 per fee paying student applies if fees are paid in full by the end of week 3 in Term 1.
- **Option 2: Term Payment** – by BPAY or EFTPOS/CASH/CHEQUE at the Administration Office. Term payments are due the second week of every term.
- **Option 3: Payment Plan** – College Direct Debit System or Centrepay Deduction. All payment plans are to commence by the end of Week 2 after commencement.
  - Monthly Payments Plan – 11 equal monthly instalments over the period of February - December.
  - Fortnightly Payment Plan – 22 equal fortnightly instalments over the period of February to December.
  - Weekly Payment Plan – 44 equal weekly instalments over the period of February to December.

An immediate commencement of a Direct Debit Payment Plan is required if no Full or Term payment is received by the set due dates.

When commencing mid-term, payment of the balance of that term's fee are due prior to student's start date, or with a suitable Payment Plan in place.

When Direct Debits decline, penalty fees normally apply to the account holder. Please ensure that there are always enough cleared funds available in your account to service any direct debits.

### Payment Plan Information

- Acceptable payment plans only include Direct Debit or Centrepay deduction processed by the College.
- Direct Debit for the *current year* will automatically roll over to the next year, unless otherwise arranged. The signed Direct Debit Request (DDR) authorises payments according to the Projected Fee Letter. The fees advisor can assist you with this process.
- A Projected Fees Correspondence and Fees Schedule will be emailed before the end of November for the next school year.

### Action on Overdue Accounts

While it is our general policy that children should not be prevented from having a Christian education due to financial reasons, the College Board has determined that the **College will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.**

If the school fees remain unpaid and no special arrangements have been made, the student's enrolment may be cancelled, and appropriate recovery action commenced.

The process for collection of **overdue school fees** is as follows:

1. A Default on School Fees Payment Letter will be issued.
2. A Stage 1 letter- (Overdue Fees) will be sent to parents whose school fees account continue to be in arrears. More than three Stage 1 Letters issued in one year may result in termination of Enrolment.
3. Should there be no response to the Stage 1 letter within 7 days, then a Stage 2 letter (Impending Termination of Enrolment/Debt Collection Agency) will be sent.
4. After 30 days, should no further arrangement be made, the defaulter will be issued a Stage 3 letter - (Termination of Enrolment) and listed with a Debt Collection Agency.
5. No other arrangements will be considered in respect of school fees not settled.

### **Special Arrangement for Payment**

Should parent(s)/guardian(s) experience difficulty with payment of College fees, they should discuss the matter with the Fees Advisor, by phoning 08 7625 2600. Application for Financial Hardship Concessions will require disclosure of certain family financial details, which will be retained in strictest confidence by the College. Any concessions granted will apply to that year's fees only and all parent(s)/guardian(s) granted a concession will be expected to make a commitment to regular payments of the adjusted fees by Direct Debit.

It is entirely at the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include instalment payments or deferral for a period of time.

If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the College in relation to the payment of college fees, then the parent(s)/guardian(s) must inform the College of the change in their situation.

It is necessary to make an appointment with the College Fees Advisor each new school year to apply for a Concession.

### **Change in the relationship between parent(s)/guardian(s)**

Parent(s)/guardian(s) **must inform the College Registrar in writing if there is a change in their relationship with each other since signing the enrolment form** (e.g. divorce or separation). Unless otherwise directed, the College will require the person who is to assume the obligation of paying school fees to complete a new enrolment form. All information given will be treated in confidence.

## Withdrawal of Students from the College

Ten weeks' notice in writing must be given to the College Registrar when withdrawing a student from the College. If in default, the College reserves the right to invoice in lieu of notice (up to 10 school weeks).

The process for collection of *overdue school fees after disenrolment* is as follows:

1. Outstanding School Fees Account Letter will be issued.
2. An "Overdue Notice" letter will be sent to those parents whose School Accounts fees are in arrears upon disenrolment.
3. Should there be no response to this letter within 14 days, then a "Final Notice" Letter will be sent, with 7 days to respond.
4. A "Letter of Demand" will be issued after no reply to "Final Notice" letter (Impending Debt Collection Agency) will be sent.
5. After 30 days, should no further arrangement be made, the defaulter will be listed with a Debt Collection Agency.
6. No other arrangements will be considered in respect of school fees not settled.