

Rationale	To ensure the College's financial viability, a fee structure and fee payment plan is critical to the College's operations. Within this structure there is the scope for individual families to apply for remissions according to their circumstances.
Definition	<p>The College Council determines the conditions pertaining to enrolment, specifically relating to deposits on fees, payment of fees and penalties for withdrawal without sufficient notice.</p> <ol style="list-style-type: none">1. Administration Fee A non-refundable Administration Fee per family will be charged for placement of students on waiting lists. This amount is not offset against any other fee.2. Deposit on Fees<ol style="list-style-type: none">2.1 A deposit will be required for each new student on confirmation of enrolment. This must be paid at the time of enrolment confirmation and will be partially offset against the first term fees in the year before enrolment with the remainder balance being applied to enrolment administration fee.2.2 The deposit will not be refundable in the event that the enrolment is cancelled or not proceeded with after the end of June prior to official enrolment.2.3 Deposits received will be offset against either<ol style="list-style-type: none">2.3.1 the annual fees, if paying in one lump sum2.3.2 the instalment for the first term, if paying by instalments3. Payment of Fees<ol style="list-style-type: none">3.1 The College maintains that fees are paid a term in advance.3.2 An annual fee may be paid in one lump sum or in four equal instalments utilising the Direct Debit Payment Plan and is due and payable as follows:<ol style="list-style-type: none">3.2.1 Lump Sum - payable by November 30 in the year before enrolment inclusive of a discount for early payment.3.2.2 Four Instalments - payable by October 31 of the year before enrolment..3.2.3 Direct Debit Payment Plan – due and payable weekly, fortnightly or monthly as nominated3.3 If a lump sum payment is not nominated, all families will be required to nominate a Direct Debit Payment Plan which is due and payable as follows:<ol style="list-style-type: none">3.2.1 Direct Debit Payment Plan – due and payable weekly, fortnightly or monthly as nominated4. Penalties For Withdrawal Without Sufficient Notice In the absence of a term's notice in writing, the penalty on any withdrawal of a student from the College is one (1) term's tuition fee.

Related Policies:

- Policy: Fees Management and Remission
- Policy: Debt Collection