



- 2.5 The order of communication with respect to the collection of School Fees will be:
- 2.5.1 An annual account will be posted to Parents/Guardians at the commencement of the school year. The normal expectation is that this account will be paid by the due date unless prior arrangements have been made.
  - 2.5.2 A statement will be issued each month.
  - 2.5.3 A letter of reminder will be issued within 14 days of the due date elapsing unless prior arrangements have been negotiated.
  - 2.5.4 A final letter of reminder will be issued within 30 days of the due date elapsing which will inform parents of the College's intention to

## **4.0 Process**

4.1 Parents/Guardians must fill in and return the 'payment option advice form' attached to the annual invoice by the required date.

4.2 Parents/Guardians who wish to be considered for special concessions and remissions should make an appointment with the Principal within 21 days of receipt of the annual invoice.

4.2.1 Parents/Guardian seeking reduction and/or remission of school fees, should provide the Principal with reasonable evidence. While every effort will be made to exercise compassion and confidentiality in such a sensitive matter, the onus is on the Parent/Guardian seeking concession to provide the Principal with the requisite information that will facilitate a mutually favourable resolution.

4.2.2 When a reduction and/or remission of school fees is agreed to by the Principal and Parent/Guardian, agreement shall also be reached on a date when the arrangements should be reviewed.

4.3 Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

## **5.0 Defaulters**

Where Parents/Guardians have ignored all reasonable attempts (see 2.5) to negotiate a satisfactory fee repayment strategy:

5.1 If after 21 days following the final reminder letter, Parents/Guardians are still in default of payment and