

Domestic Students P-12 Fees Policy

1. Purpose and Objectives

This Policy provides clarity on the requirements and expectations regarding fees, and the College Administrative requirements.

2. Definitions, Terms, Acronyms

Canterbury College	Canterbury College Ltd or any controlled entities of Canterbury College Ltd.
Domestic Student	A student who is an Australian Citizen, a New Zealand Citizen, holder of an Australian Permanent Resident Visa, or holder of a Humanitarian Visa (Refugee).
Enrolment Contract	The legally binding agreement between the College and parents or any other individuals who are a party to the agreement. It is signed on acceptance of enrolment at the College.
Fees	All compulsory charges listed on the College Fee Schedule. This includes tuition fees, the Student Resource Charge (SRC), Co-Curricular Program and any other fees and charges required to be paid prior to a student's commencement at the College. This does not include fees associated with Canterbury Plus (extracurricular) activities, activities not covered by the Student Resource Charge (SRC), overseas trips, incidental fees or administrative charges and fees charged by the Canterbury Taipans Sporting Club.
Fee in advance	A non-refundable fee is payable upon accepting the enrolment offer. The fee will be set by the Board and be deducted from the first billing run after the first fee is charged.
Jointly and severally liable	Two (2) or more persons are responsible to meet the terms and conditions both together and separately and can be held accountable for the full liability.
Parent/Carer	The person(s) charged under law with the legal responsibility for the long-term interests of the student (usually parents).
Sibling/s	One (1) or more individuals having at least one (1) common parent, either biological or legally adopted.

3. Policy Scope/Coverage

This policy applies to all domestic, Prep to Year 12 students enrolled at Canterbury and their parents / carers as well as specific staff fulfilling duties related to student enrolments and / or fees.

4. Policy statement

4.1 General

Fees and sibling discounts shall be set by the Board and reviewed each year as part of the budget process. The Board reserves the right to change fees at any time.

Parents/Carers shall be notified of any changes as they occur.

Parents/Carers who have signed the Enrolment Contract with the College are jointly and severally liable for the student's fees and any other associated costs, unless a court order specifies differently.

4.2 Family Discounts

The College offers a sibling discount off the base tuition fee for Prep to Year 12. The amount of discount offered shall be determined by the College Board and reviewed as part of the budget process each year. If families receive scholarships or bursaries, they are entitled to whichever of the discounts is highest, not all.

4.3 Payment of Fees and Charges

Tuition fees are charged per semester. Accounts will be issued on two occasions through the College year:

- Prior to the commencement of Semester 1.
- Prior to the commencement of Semester 2.

All College fees are due within 21 calendar days from the date of issue. Payment arrangements are available and can be accessed by applying through the Finance office. No payment arrangement will be accepted or approved unless paid as a direct debit arrangement. All payment arrangements must be finalized through the College parent portal before the 21-calendar day due date.

Where accounts remain unpaid or no agreed payment arrangement is in place after the due date, the College reserves the right to take action to recover the fees due.

If it is not possible to pay an account by the due date, parents/carers must contact the Finance Office immediately to discuss other payment arrangements.

Where fees remain unpaid, unless special payment arrangements have been approved in writing, and the terms of the agreement adhered to, the student will not be eligible to attend major College trips or Canterbury Plus (extracurricular) activities, and any deposits paid shall be offset against fees owing.

If fees are in arrears, a student cannot be enrolled in any activities where supplementary charges are levied unless prior arrangements have been made.

4.4 Direct Debit Arrangement

Fees charged may be paid via a direct debit arrangement on approval only. Direct debit arrangements are managed by the Finance Office. Approved direct debit holders are expected to have sufficient funds at all times to honour the direct debit arrangement.

Dishonoured payments may incur a fee of \$75.00 for each failed payment. Should your direct debit payment dishonour three times in succession, your account will become payable in full.

4.5 Application Fee

The Application Fee is a non-refundable administrative fee, payable upon submission of an enrolment application.

4.6 Enrolment Acceptance Fee

The Enrolment Acceptance Fee is non-refundable and payable upon accepting an offer of enrolment. The Enrolment Acceptance fee must be paid prior to the student's commencement at the College.

4.7 Non-Refundable Fee in Advance

The Non-Refundable fee in advance is charged at the same time as the Enrolment Acceptance Fee. Payment is made via the online Enrolment Contract and will not be refunded if the enrolment contract is cancelled after it has been accepted and the signed contract returned by parents and/or carers. The Non-Refundable fee in advance will be deducted from the first billing run after enrolment commences.

4.8 Semester Fee

Once the student has commenced at the College, regardless of whether the Fee Statement has been issued, a family is liable for the semester's tuition fee.

One term's notice in writing is required before the removal of the students, or one term's tuition fee shall be charged in lieu. If withdrawal is to be effective at the end of the school year, written notice must be given by the end of Term 3. For clarity, this refers to the last day of Week 1 in the term prior. If Parents/Carers fail to provide written notice as required, the Parents/Carers will be charged for the subsequent term's tuition fees.

Any prepaid tuition fees may be refundable or partly-refundable, when:

- The Principal receives a written request asking for consideration of a refund and,
- One term's notice of withdrawal is provided in writing by the Parents/Carers to the Principal before the removal of the student and,
- There are no outstanding monies owing to Canterbury College.

In special circumstances the requirement for a term's notice may be exempted upon written request. The Principal may make this decision based on the information/evidence provided. The decision to exempt the requirement of a term's notice is at the absolute discretion of the College.

Where a parent / carer wishes to terminate the enrolment contract due to an increase in fees as communicated by the College at the end of the year, the parents / carers will be provided 14 (fourteen) calendar days in which to provide a written cancellation to the principal.

4.9 Action on Overdue Accounts

The Board has determined that the College will not educate students whose fees are unpaid except where special payment arrangements have been made in writing.

Two weeks after the due date for fee payment, the Finance Department will report to the Principal on all overdue accounts. The Principal may authorise the issuing of accounts rendered, including an account service fee of \$25.00 per month for each month the account is overdue.

The College reserves the right to charge interest on outstanding monies calculated at a rate of 1.5% per month.

Fees paid monthly/fortnightly shall only be accepted by direct debit, and where prior arrangement and approval has been given by the College.

If the tuition fees remain unpaid and no arrangements have been made, the student's enrolment will be terminated until the fees are paid in full or approved payment arrangements made. No reduction in fees will be given for such a period of termination.

The Parents/Carers shall be liable for any expenses, costs, or disbursements incurred by Canterbury College in recovering or attempting to recover outstanding monies on an indemnity basis, whether through debt collection agency fees or solicitors retained by the College.

Fees remaining unpaid may be handed over for debt collection, which may result in legal action and negative credit ratings with credit bureaus.

4.10 Arrangements for Deferred Payments

If the College fees cannot be paid by the due date, short-term arrangements may be made to pay fees in instalments by writing to the Director of Business and Finance before the due date. Requests to pay fees over a longer period will be treated on a case-by-case basis.

Any such arrangement will only be considered if the Parent/Carer is willing to make payment by direct debit.

Payment arrangements will become void if not adhered to and any assistance may be withdrawn.

4.11 Fee Concessions

Should a Parent/Carer believe that circumstances have arisen that will prevent the paying of all or part of the relevant fee account within agreed terms, they should seek an appointment with the Finance Office

The Principal has the discretion to recommend a fee concession (sometimes described as a Principal's Bursary) on a financial needs basis.

The decision as to whether a concession will be awarded is at the sole discretion of the College and shall not be appealable.

4.12 Holding Fee

Should a Parent/Carer request that the College hold a position for their child, the Parent/Carer shall apply to the Principal in writing, stipulating the reasons for their request.

The College shall consider such request on the basis that the period of absence is for a minimum period of one term.

The applicable Fee for the College to hold a position is 25% of the full attendance rate or as arranged with by the Principal. The Holding Fee shall apply on a per-student basis, not a per-family basis.

The maximum time a place can be held is twelve (12) months.

The Board delegates authority to the Principal to consider requests under this Policy at the Principal's discretion.

5. Guidelines/Procedure/Process

The procedures and processes are outlined in the Policy Statement.

6. Roles and Responsibilities

6.1 College Board

College Board reviews and approves fee schedule annually.

6.2 Principal

The Principal is responsible for recommending fees annually and approving holding/payment arrangements, refunds and concessions outside the scope of the Finance Department.

6.3 Director of Business and Finance

The Director of Business and Finance is responsible for reviewing the billing and school fee collection process. The Director reports to the Principal and the College Board.

6.4 Finance Officer

Finance Officers are responsible for issuing school fee accounts promptly. Sending school fee

account reminders, reviewing school fee accounts, monitoring payment arrangements, and communicating with families regarding outstanding school fees, etc.

6.5 Registrar

The Registrar is involved in regular credit meetings with the Finance Officer and Director of Business and Finance.

6.6 Debt Collection Agency

The College's appointed debt collection agency is responsible for debt collection activities per the fees policy's scope. This process may involve solicitors and credit bureaus.

6.7 Parents/Carers

Signatories to the enrolment contract are responsible for adhering to this policy and meeting the financial obligations associated with enrolling their student/s at the College.

7. Review

This Policy and its associated procedures, quick reference guides and protocols will be reviewed annually. Canterbury College, however, reserves the right to review this policy at any time. This policy and its associated procedures, quick reference guides and protocols will be reviewed in accordance with the College's policy review processes. Canterbury College, however, reserves the right to review this policy at any time.

Version Number:	v1.02024
Policy Library:	Business and Finance
Responsible Officer	Principal
Approval Authority:	College Board
Last Approval Date:	August 2024
Review Date:	August 2025
Related Policies/Procedures:	Enrolment Policy Enrolment Contract
Acknowledgements:	Australian Competition and Consumer Act 2010 (Cth)