

## Domestic Students P-12 Fees Policy

(Students commencing 1/03/2021 and prior)

### 1. Purpose and Objectives

To clarify 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), and any 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.
Jointly and severally liable	Two (2) or more persons are fully responsible equally for the 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.

### 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 days from the date of issue but before the first day of each Semester.

Semester fees however, can be paid in two equal instalments, the first within 14 days of issue and the second, seven days before the end of Term 1 or Term 3, whichever the case may be.

Where accounts remain unpaid 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 are required to contact the School Fee Helpdesk immediately in order to discuss other payment arrangements.

Where fees remain unpaid, unless special arrangements for payment 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.

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

### **4.4. Application Fee**

The College's Application Fee is non-refundable and is payable upon submission of an enrolment application.

### **4.5. Enrolment Bond**

The Enrolment Bond must be paid prior to the student's commencement at the College. In the event of the enrolment being cancelled before entry, the bond is not refundable.

The Enrolment Bond is refundable within a reasonable time upon written request, subject to:

- One full 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: or
- The enrolled student completes Year 12 and there are no monies owing to

Canterbury College by the Parent/Carers or on behalf of the Student.

Requests for Bond refunds or waivers of a term's notice shall be submitted in writing for consideration.

Should any Enrolment Bond remain non-refundable after 1 year following the student's departure from the College, the Enrolment Bond shall be deemed as a general purpose donation to the College.

Refunds will be made to the original receipted party in line with contract of enrolment.

### **4.6. Semester Fee**

Once the student has commenced at the College, regardless of whether the fees notice 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 fees in lieu shall be charged. 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 the purposes of clarity this refers to the last day of Week 1 in the term prior. If Parents/Carers fail to give written notice as required, the Parents/Carers will be charged for the subsequent term's 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.

### **4.7. Action on Overdue Accounts**

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

Two weeks after the due date for payment of fees, the Finance Department will report to the Principal on all overdue accounts. The Principal will 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 at the beginning of the College year, and at the discretion of the Principal.

If the tuition fees remain unpaid and no special arrangements have been made, the student's enrolment will be terminated until the fees are paid in full or other 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 by a 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 could lead to negative credit ratings with credit bureaus.

### **4.8. Arrangements for Deferred Payments**

Parents/Carers requiring monthly/weekly/fortnightly payments shall be encouraged to utilise payment assistance finance companies such as EdStart.

If the College fees cannot be met by the due date for payment, short-term arrangements may be made to pay fees by instalments by writing to the Director of Business and Finance prior to 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 in line with this arrangement by direct debit.

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

### **4.9. 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 School Fee Helpdesk.

The Principal has the discretion to recommend a fee concession (sometimes described as a Principal's Bursary) on a financial needs basis. The procedure outlined above must be followed in all respects before a concession will be considered.

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

### **4.10. Holding Fee**

Should a Parent/Carer request the College to 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 1 Semester.

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

The maximum time that 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

### College Board

- College Board reviews and approves fee schedule annually.

### Principal

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

### Director of Business and Finance

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

### Accounts Receivable

- Accounts Receivable are responsible for issuing school fee accounts in a timely manner. Sending school fee account reminders, reviewing school fee accounts, monitoring payment arrangements and communication with families regarding outstanding school fees, etc.

### Registrar

- The Registrar is involved in regular credit meetings with the Accounts Receivable department and Director of Business and Finance.

### Debt Collection Agency

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

### Parents/Carers

- Parents and Carers are responsible for adhering to this policy and meeting the financial obligations associated with the enrolment of their child/ren at the College.

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