

*There are so many  
educational opportunities  
that exist for your daughter  
as a Fahan girl.*



# Business Practices Summary

The Business Practices Summary concerns the enrolment of students and the payment of School fees. This document is an extract of the current School Conditions of Enrolment as contained in the Enrolment Form. The Business Practices Summary is updated periodically to take into account changes to the Conditions of Enrolment and is distributed on an annual basis.

On enrolment of a student, the parents(s)/guardians acknowledge that they agree to comply with the legal requirements of the current and any future Conditions of Enrolment as notified by the School in the Enrolment Form, Business Practices Summary, website or other manner.

## **Application for Enrolment**

### Student Application Form

Applications for enrolment to all year levels of the School, Kindergarten to Year 12, must be made on the School's official Student Application Form that can be completed electronically via the School's website or in hard copy returned to the Enrolments Registrar. Completed application forms must be accompanied with the non-refundable application fee of \$100 (inclusive of GST) in order to be processed.

A completed application form does not guarantee admission into the School. Fahan School reserves the right to offer a place to any child, irrespective of the date of application, at its discretion.

### Enrolment Agreement

The person(s) signing the enrolment form is/are completing an agreement to abide by the rules, procedures and Business Practices of the School.

### Enrolment Fee

Monies paid by way of enrolment fees are used as part of the ongoing Development and Capital Works Program that will ensure the refurbishment and construction of essential School facilities.

Fahan relies on its community to assist us in meeting our goals in these important areas. The current facilities Fahan students enjoy have been made possible by the generous support of previous generations of Fahan families and benefactors.

To secure your child's place at Fahan you must pay a one-off, non-refundable Enrolment Fee as follows:

First & Second Child	\$1,100 per child (inclusive of GST)
Third & Additional Child(ren)	\$550 per child (inclusive of GST)

This fee must be paid within 30 days of the date of your letter of offer, or as otherwise stated. If you do not pay the Enrolment Fee within the prescribed time your offer of a place(s) will lapse and may be offered to another applicant. Please refer to the Conditions of Enrolment and Business Practices Summary.

Students admitted after the commencement of Term One will, in addition to the payment of the application and enrolment fees, pay the relevant school term's tuition fees, levies and boarding fees (if applicable) prior to commencing at Fahan School.

# Business Practices Summary



## Payment of School Fees

The person(s) signing the enrolment form accept(s) full responsibility for the payment of all fees, expenses, levies and charges incurred for and on behalf of the student(s). Term One fees include all levies for the year.

### Communications Addressed to both Parents/Guardians

All communications relating to the payment of fee accounts will be directed to the signatories on the enrolment form, unless otherwise requested in writing by the signatories.

### Payment Terms

School accounts are payable within 30 days from the date of issue of the invoice. After this time, the School has the right to charge interest on the outstanding amount at the Small Business Small overdraft rate published by the Reserve Bank of Australia as at October of the year immediately preceding the year in which interest is being applied. Interest is payable for each day that a School account remains unpaid and compounds on a monthly basis.

### Method of Payment of School Fees

Payment of School fees may be made by the following means:

- cash
- cheque
- credit card (VISA, Mastercard, Amex)
- direct deposit EFTPOS
- online banking into the School account
- direct debit

Please note that payments made by credit card will incur a 0.75% credit card surcharge.

### Payment Arrangements

#### 1. FULL YEAR IN ADVANCE

A pre-payment discount of 3% of tuition fees will be applied to payments of the full year's fees. To receive the discount, payment in advance must be received by the due date of the Term One fees. Payment received after this date will not be eligible for the 3% discount. Levies must be paid in full when Term One fees are due.

#### 2. PAYMENT OF FOUR EQUAL INSTALMENTS

Accounts covering each school term are issued prior to the commencement of the relevant term and are due for payment on the last day of Week One of each school term, usually coinciding with February, May, July and October.

#### 3. MONTHLY PAYMENTS

Guidelines will be strictly as follows:

- Signed Instalment Arrangement returned to the Business Manager before commencement of payments. Forms are available from reception or via email.
- Payments need to occur over ten (10) monthly instalments beginning in February and ending in November each year.

#### 4. TWICE-MONTHLY PAYMENTS

Guidelines will be strictly as follows:

- Signed Instalment Arrangement returned to the Business Manager before commencement of payments. Forms are available from reception or via email.
- Payments need to occur over twenty (20) twice-monthly instalments beginning in February and ending in November each year.

## Fee Policies

### Regularity of Payments and Continuity of Enrolment

The Principal reserves the right to refuse to allow a student to either commence a new school term or to remain at the School while any fees, expenses, levies or

charges remain unpaid, in the absence of a current payment plan or where the payment plan is in default.

Students will be denied the opportunity to participate in interstate or overseas trips if their account is in arrears.

### Fee Collection Policy

The Principal and the Business Manager are authorised by the School Board to take action as necessary, including civil process, to recover unpaid fees, expenses, levies or charges, including interest and recovery costs.

Written notice of this impending action will be given to the parent(s)/guardian(s).

### Family Fee Discounts

Families of two or more children currently attending the School are eligible to receive a tuition fee discount. For more information please refer to the Sibling Discount section on the Tuition and Boarding Fees sheet.

## Attendance

### Student Absence from the School

There will be no fee remission in the event that students are absent from the School. Students taking holidays during term time can impact on the ability of teachers, and more importantly other students, to complete programs of work effectively. If foreseen absences are unavoidable, permission should be sought from the Principal in writing.

## Withdrawal of a Student or Change in Status

### Withdrawal of a Student by Parents/Guardians

Notice of intention to withdraw a student from the School must be provided in writing to the Principal prior to the commencement of the student's last full term of attendance at the School.

Where the required notice is not provided, parents will be liable for one additional school terms tuition fees plus payment of all outstanding fees, expenses, charges and levies owing at the time of withdrawal.

### Withdrawal of a Student by the School

The School, through the Principal or delegate, has the absolute discretion to discipline, suspend, or terminate the enrolment of a student, on the grounds of:

- unsatisfactory conduct or performance;
- persistent failure to obey School rules; and/or
- the non-payment of tuition fees

provided that before dismissal or suspension the student and parent(s)/guardian(s) shall have been made aware of the relevant issues.

Where suspension or termination of enrolment occurs in accordance with the above, the parties agreeing to these conditions (i.e. parent(s)/guardian(s)) will still be responsible for the payment of full fees during the period of suspension, or in the case of termination, fees applicable until the end of the school term in which the student's enrolment is terminated.

### Notification of Change of Status

Notice of intention to change status between boarding and day student must be provided in writing to the Enrolments Registrar prior to the commencement of the student's last full term as a boarder.

Where the required notice is not provided, parents will be liable for the payment of one additional term's boarding fees.