

# Business Practices Summary



The Business Practices Summary concerns the enrolment of students and the payment of school fees (including tuition fees and other fees, charges and levies imposed by the School from time to time). This document should be read in conjunction with the School's current Conditions of Enrolment. This 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, parents and guardians (referred to as parents hereafter) agree to comply with the legal requirements of the current and any future versions of the School's Conditions of Enrolment and Business Practices Summary (as notified by the School from time to time in the Enrolment Form, Business Practices Summary, website or any 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 which can be completed electronically via the School's website with payment of a non-refundable Application Fee of \$100 (inclusive of GST).

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 Fee

Monies paid by way of Enrolment Fees are used as part of the ongoing Development and Capital Works Program, which will ensure the refurbishment and construction of essential School facilities.

Fahan is not for profit and 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	\$1,200 per child (inclusive of GST)
Third & Additional Child(ren)	\$600 per child (inclusive of GST)

The Enrolment Fee must be paid within 14 days of the date of your offer of enrolment, 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 1 will, in addition to the payment of the Application and Enrolment Fees, pay the relevant term's School fees (if applicable) prior to commencing at Fahan School.





## Payment Terms and Conditions

Parents signing the Enrolment Form are jointly and severally liable, and accept full responsibility for the payment of all School fees levied by the School in relation to the student(s). School fees are primarily set out in the Fee Schedule published by the School each year.

### Communications and Notice

All communications relating to the payment of school fee accounts will be directed to the signatories on the enrolment form, unless otherwise requested in writing by the signatories. Nominating a parent as a single point of contact for the School does not affect any other parent's joint and several liability.

### 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 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 (maximum \$10,000)
- cheque
- credit card (VISA, Mastercard, Amex)
- 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

Accounts covering each school year are issued prior to the commencement of the relevant school year and are due and payable 30 days from the date of the invoice. Alternate payment arrangements may be accepted by the School in its absolute discretion and upon arrangement prior to the due date. Payment arrangements available are Quarterly Payments, Monthly Payments or Twice-Monthly Payments (see below). If payment arrangements are not met strictly in accordance with their terms, the School may in its absolute discretion cancel the payment arrangements and cause the entire remaining balance of annual fees to become immediately due and payable.

#### **1. FULL YEAR IN ADVANCE**

A pre-payment discount will be applied to payments of the full year's tuition fees if payment is received by the due date of the yearly invoice. Payment received after this date (and therefore outside the terms set out in the Business Practices Summary) will not be eligible for the discount. The applicable pre-payment discount will be determined annually and contained in the Fee Schedule.

#### **2. PAYMENT OF FOUR EQUAL QUARTERLY INSTALMENTS**

Under this arrangement payments are required to be made on the last day of Week 1 of each school term, usually coinciding with February, April, July and October.

The following two payment options, being Monthly and Twice-Monthly, are only available under an authorised direct debit arrangement with Fahan School to debit the nominated account.

#### **3. MONTHLY PAYMENTS**

Payments need to occur over ten (10) monthly instalments beginning 28 February and ending 28 November each year.

#### **4. TWICE-MONTHLY PAYMENTS**

Payments need to occur over twenty (20) twice-monthly instalments beginning 14 February and ending 28 November each year.

## Fee Policies

### Regularity of Payments and Continuity of Enrolment

The School may in its absolute direction refuse the student's participation in co-curricular activities, events and excursions (including interstate and overseas trips), suspend and/or terminate the student's enrolment, and/or commence debt recovery action if any fees remain unpaid and outside the payment terms.

### 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 school fees, including interest and recovery costs.

### 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 Fee Schedule.

## Attendance

### Student Absence from the School

There will be no fee remission in the event students are absent from the School due to illness, travel, injury or otherwise. Absences during term time can impact on the ability of teachers, and other students, to complete programs of work effectively.

In these circumstances, the School is often required to hold the absent student's enrolment and therefore, cannot offer the place to another child. If an extended student absence is foreseeable, parents are required to advise the School by completing a Request for Absence Form with as much notice as possible.

## Withdrawal of a Student

### Withdrawal of a Student by Parents

Notice of intention to withdraw a student from the School must be provided in writing to the Principal, in accordance with the School's Conditions of Enrolment. Where the required notice is not provided, parents will be liable for one additional school term's tuition fees plus payment of all outstanding school fees owing at the time of withdrawal.

### Withdrawal of a Student by the School

The School reserves the right to terminate or suspend the enrolment of a student where the Principal forms a reasonable opinion in respect of any matters outlined in the Conditions of Enrolment.

This is provided that before dismissal or suspension the student and parents shall have been made aware of the issues relevant to the School's decision. Where suspension or termination of enrolment occurs, the parents will still be responsible for the payment in full of any school fees during the period of suspension, or in the case of termination, school fees applicable until the end of the school term in which the students' enrolment is terminated.