



Policy Name	Payment of School Fees Policy
Related Policies and Legislation	Enrolment Policy & Priorities Fee Schedule
Policy Category	Accounting & Financial
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	23 January 2013, 29 October 2015 05 March 2020, 03 December 2020 30 November 2023
Date Set for Review	November 2026
Person/s Responsible for Review	Treetops Administration

Payment of School Fees Policy

Fees are set by the School Board and are administered by the school's finance and administration staff and the Principal. This Payment of School Fees Policy is provided as part of the contract between parents/guardians and the school when students are enrolled.

Application Fee

A non-refundable Application Fee is payable at the time a completed 'Application for Enrolment' form is received by the school.

Enrolment Fee

When an application for enrolment is accepted, and the student is offered a place, an 'Acceptance of Conditions of Enrolment' document is sent for completion, along with an invoice for the non-refundable Enrolment Fee. The signed and completed form, and payment of the invoice, is required to be returned within 7 days to accept the offer of place.

Payment of Fees

- Tuition fees and associated levies are billed annually and charged approximately 4 weeks prior to the commencement of the school year.
- A discount is given on the tuition fees of the second sibling, and any subsequent siblings attending the school, as stipulated in the Fee Schedule.
- All fees are to be either paid in full, or an agreed payment plan is to be in place, within 28 days of the date of the invoice. Payment Plans are administered by PaySmart on behalf of the school.

- Any student commencing after the beginning of the school year will be invoiced from the period when enrolment commences through to the end of the year. Where a new student commences part way through a term, a pro-rata tuition fee and associated levies may be calculated on a 10 week term basis.
- Other fees and charges as outlined in the Fee Schedule will be charged throughout the year as they arise.
- Short term bursaries may be available for families experiencing financial difficulties. Applications may be made to the Principal and remain confidential at all times.
- If the school has ongoing difficulties in collecting payments from a family, then the school may withdraw the option of a payment plan and fees will need to be paid in full by the nominated date.

Late Payments

The Treetops School Board reserves the right to terminate the enrolment of any student for a new term if the preceding term's tuition fees have not been paid. Treetops will add to family accounts any charges, fees, dishonoured cheque costs, debt collection fees, and legal costs acquired by various institutions for debts incurred.

- If fees are not paid by the due date on the invoice a reminder invoice will be issued.
- If the fees are still outstanding after 14 days of the reminder invoice, a letter will be sent for payment of the outstanding account.
- If fees remain unpaid and a payment plan has not been put in place or adhered to, continued enrolment of students will be subject to review by the Board.
- If there is no response to the reminder letter after 28 days a final notice will be sent. The Board has given approval for the school to refer outstanding debts to the school's debt collector. All debt collection fees are payable by the family.
- If fees remain unpaid, payment of the debt will be pursued through legal channels with recourse to the small claims court if required.

Withdrawals

One (1) full term's notice in writing is required from parents wishing to withdraw a student from the school. A term's notice is defined as; written withdrawal received by the last day of the preceding term. If a student is withdrawn after this date, or without notice, one term's tuition fee is payable in accordance with the signed Conditions of Acceptance of Enrolment form. Verbal notice is not accepted.

Withdrawing:	Notice Required By:
Term 1 Next Year	Last day of Term 3 of Previous Year
From Term 2	Last day of Term 4 of previous Year.
From Term 3	Last day of Term 1
From Term 4	Last day of Term 2

Refunds

- For those families who paid a refundable Enrolment Deposit (enrolments prior to 2021), the Enrolment Deposit is refundable upon the student completing Year 12, or after a full term's notice of withdrawal has been given in writing, and the school is satisfied that all monies owing for fees have been paid in full.
- Students leaving the school at the school's request will receive a refund of fees paid, pro rata for the time remaining in that term, rounded up to the end of the week in which the student leaves.

This agreement does not remove the right to take further action under Australia's Consumer Protection Laws.