

## CREDIT TERMS and CONDITIONS

### 1 Introduction

These terms and conditions are current as of 8<sup>th</sup> November 2024.

### 2 Level of set fees and charges

An Application Fee of \$220.00 (non-refundable) applies for all mainstream College applications.

An Acceptance Fee is payable to secure the position offered to a student at the College. This comprises two components:-

- a. Acceptance Fee Per Student \$200.00 – a non-refundable administrative fee payable per student when position accepted and
- b. Acceptance Bond \$500.00 – a non-refundable bond payable per family that is then offset against the first tuition fee account issued after the student/s commence their enrolment.

If the student/s do not commence at the College as agreed, this amount is forfeit to the College.

This payment is to be forwarded to the College with the signed Contract of Enrolment agreement and letter of Acceptance.

School fees are set annually by the College Board, appointed by the Committee of Management of Citipointe Church Brisbane. Fees for each year are announced around November for the following year.

The schedule of fees is available at any time from Grace House.

### 3 Issuing of fee accounts

The College will issue a notification of annual fees in January which will reflect the tuition and bus fees for the year. The first statement of account is issued at the beginning of February and then monthly statements issued throughout the year for accounts if the account has a balance owing.

### 4 Payment of fees

STRICTLY: All school fees are payable in advance in line with the payment terms and method selected separately for 2025, using the enclosed form (refer to the list on page 19).

### 5 Action on overdue accounts

5.1 The College Board has determined that the school will not be able to continue to educate students whose fees are unpaid, except where special arrangements for payment have been made in writing.

5.2 The Business Manager will report monthly to the Principal on all overdue accounts.

5.3 If the school fees remain unpaid and no special arrangements have been made, the student's enrolment will be cancelled, and appropriate debt recovery action commenced.

### 6 Arrangements for deferred payments

The Business Manager may be approached by parent(s)/guardian(s) of students if the school fees cannot be met by the due date for payment. These requests will be treated on a case-by-case basis according to the procedure outlined below. It is the policy of the College Board that this procedure be followed, and the Principal does not have authority to deviate from this procedure without the express consent of the College Board. The initial request by the parent(s)/guardian(s) can be made in writing to the Business Manager.

6.1 The Business Manager may issue a form to the parent(s)/guardian(s), which must be completed by

them and signed. The form will require the reason the request for alternative payment arrangements has been made and may require a statement of the parent(s)/ guardian(s) financial affairs.

6.2 The form will be returned to the Business Manager who may discuss the request with the Principal. The Business Manager (or delegate) will notify the parent(s)/guardian(s) of the decision whether or not an alternative payment method will be allowed.

6.3 It is entirely at the discretion of the Principal as to what arrangement will be made (if any) and those arrangements may include:

6.3.1 instalment payments

6.3.2 deferral for a period of time.

6.4 As is the case for unpaid accounts, the Business Office shall maintain a file and keep the Principal informed as and when required by the Principal of the progress of payment of school fees under the alternative scheme allowed by the College.

6.5 If the situation facing the parent(s)/guardian(s) changes such that they are able to meet the normal requirements of the College in relation to the payment of school fees, then the parent(s)/guardian(s) must inform the College of the change in their situation.

## **7 Fee concessions**

7.1 Fee concessions for parent(s)/guardian(s) who have more than one child at the school are published on the Schedule of Fees.

7.2 The Principal has discretion to grant a fee concession to parent(s)/guardian(s) at any time on a financial needs basis, provided the procedure outlined in paragraph 6 above is followed.

## **8 Change in the relationship between parent(s)/guardian(s)**

Parent(s)/guardian(s) must inform the Principal in writing if there is a change in their relationship with each other since signing the application form (e.g. divorce or separation). Unless otherwise directed, the signatories on the original Conditions of Enrolment will be jointly and severally liable for the payment of fees applying to students enrolled at the College. All information given will be treated in confidence.

## **9 Withdrawal of Students from the College**

Eight (8) tuition weeks' notice in writing must be given when withdrawing a student from the College otherwise eight (8) weeks' tuition will be charged. If notice of less than eight tuition weeks is given, then a charge will be applied for the difference between the notice period given and the eight weeks required e.g. five weeks' notice would result in a three weeks' tuition charge.

## **10 Withdrawal of Students from the College Bus**

Four (4) weeks' notice in writing must be given when withdrawing a student from the Bus otherwise four (4) week's fees will be charged.

## **11 Refund Policy**

Refunds, if applicable, will be calculated using school tuition weeks remaining in the year on the final day of the week in which the student last attends class. An adjustment will then be applied to take into account penalties applying to insufficient notice of withdrawal.