



School Fees and Levies Collection Guidelines Financial Procedures

The College Board Finance Committee has developed the following Collection Guidelines. These guidelines will not only communicate expectations relating to payment of Fees and Levies to parents, they will also provide direction to Finance staff assisting families with the payment of outstanding fees. The deliberate non-payment of fees where there is clear evidence of capacity to pay, will result in the initiation of a process to collect the debt owing and in serious cases legal options will be pursued by the school. Special concessions are available for families experiencing financial difficulty and these can be accessed by contacting the school.

1. Annual College Fees and Levies will be billed in Term 1. A Statement of Fees and Levies will be issued by email. Accounts will be due for payment within 14 days (refer to "Payment to be made by" date on the statement).
2. The College offers families the opportunity to pay the school fee account by regular instalments over the course of the year. Direct Debit or Credit Card automatic payment plans can be set up for weekly, fortnightly, monthly or quarterly payments that ensure fees and levies are fully paid by 30th November.
NOTE: BPay is not available for payment plans.
3. Charges incurred by the College for rejected payment plan instalments will be charged to the applicable family account.
4. If you are experiencing difficulties in paying your account, any arrangement to vary the terms of payment must be made with the College Principal, Business Manager or Finance Officer prior to the due date.
5. For outstanding accounts, a reminder will be emailed within 7 days of the due date and will be payable within 7 days.
6. If payment or a suitable response is not received within 7 days of the reminder the College will contact parents via telephone, mail or email and a Final Demand will be issued.
7. If after two weeks from this second reminder satisfactory arrangements have not been reached, the account will be sent to the College Debt Collection Agency. In serious cases, where there is clear capacity to pay outstanding fees, legal options may be pursued by the College.
8. If a Direct Debit or Credit Card payment plan is cancelled while there is an outstanding debt and a new Direct Debit or Credit Card payment plan has not been received a Final Demand Notice will be issued.
9. Legal costs, direct debit rejection fees and any debt collection costs or other costs incurred will be at the family's expense.
10. Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. These charges will be charged to the family account to be recovered in addition to fees and levies. Once accounts have been forwarded to a collection agency, the matter effectively passes out of the College's control and all negotiations for payment must then be made with the debt collectors. Your credit rating may also be affected.