Fees - Billing & Concession Policy

Procedure:

- Families wishing to apply for concessional fees need to make an appointment to discuss their situation with the Principal.

- Any fee concessions are negotiated during an interview. The aim of the interview is to determine a just and equitable fee which is within the family’s ability to pay.

- Once a fee concession is granted, it is essential that this commitment be honoured in full and on time. Families are encouraged to communicate with the Principal frequently as family circumstances may change.

- New arrangements must be negotiated at the beginning of each school year.
School Fees Billing Procedure

- The school will issue an account for full fees in the second week of each term.
- Any arrangements to vary the terms of payment must be made with the Principal.
- Reminders on outstanding accounts will be processed within seven days after the due date.
- The Principal and the Secretary will review accounts that remain outstanding twice each term and contact will be made with the family to discuss their situation.