



TRINITY ANGLICAN SCHOOL

Business Notice (effective 1 January 2022)

The following procedures, fees and expenses will apply in respect of students applying, enrolling and attending the school.

APPLICATION

Applications for enrolment must be made via the on-line application form and accompanied by:

- A non-refundable application fee of AUD\$110 (GST inclusive) per student;
- A copy of the birth certificate of the student; and
- A copy of the student's most recent school report.

NON-REFUNDABLE CONFIRMATION FEE

After a place is offered, that place is secured by acceptance of the place and the payment of a non-refundable confirmation fee of AUD\$300 in advance of the student's commencement date.

SCHOOL FEES AND OTHER CHARGES

Tuition fees are set by the School Board and are subject to annual review or from time to time at the school's discretion. The Fee Schedules are available on the School website.

Sundry expenses will normally be billed each term as they arise and are due and payable prior to the commencement of the following term.

School fee accounts will be issued before the commencement of the current school term and are to be paid by their due date unless a payment agreement is already in place.

SIBLING DISCOUNTS

If two or more members of the family attend the school concurrently, the following concessions apply:

- 15% of tuition fees in respect of the second child; and
- 30% of tuition fees in respect of the third child; and
- 100% of tuition fees in respect of the fourth child and subsequent children.

OVERDUE SCHOOL FEE ACCOUNTS

All school fees are based on a 14-day payment term, except for families that have an agreed payment plan in place. All payment plan arrangements are calculated by the Accounts Receivable Officer and are calculated so the school fees are paid off by the end of the school year (end of Term 4).

Fee reminders are sent out on the 7th and 14th day after the due date.

Where all reasonable attempts and efforts have been made to recover a debt, and have been unsuccessful, a debtor may be referred to a debt recovery agency and/or legal action will be undertaken to recover the amounts owing.

SUSPENSION OR CANCELLATION OF ENROLMENT

The school may, at its absolute discretion, suspend or cancel a students' enrolment where:

- Outstanding school fee amounts are owing to the school; and
- Satisfactory commitments to, and fulfilment of, an agreed payment arrangement has not been made.

The rights and remedies of the school in this regard will not be prejudiced or affected by any time or other indulgence granted to the signatories of the student enrolment acceptance agreement.

WITHDRAWAL OF ENROLMENT

In accordance with the student enrolment acceptance agreement, parents wishing to withdraw their child's enrolment are required to provide ten (10) school term weeks' notice in writing to the Principal. Parents failing to comply with this requirement may be charged a full or half school term fees in lieu of notice.

If a student is to be withdrawn from the school, all fees must be paid in full on or before the student's last day of attendance. Upon receipt of written notice of withdrawal and prior to the student's last day of attendance the school will calculate fees due and inform the parents. If a student does not complete a full term at the school and a full terms written notice of withdrawal has been given, the school will calculate a required adjustment to the paid school fees. A pro-rata refund of fees will be made if required.

The school reserves the right to alter from time to time the terms of enrolment contained in this Business Notice and any fees or charges referred to in this Business Notice.