

# The Hamilton and Alexandra College

## Draft Fee Policy

### Preamble

The Hamilton & Alexandra College is a not-for-profit school with income generated from Government funding and fees charged to parents. In the event of any cash flow deficit, the school relies on bank borrowings to service its creditors. The school receives approximately 50% of the Aggregate Government School Recurrent Costs (AGSRC), which therefore represents 50% of the legislated amount that a Government school receives for every child attending a Government School. The Hamilton and Alexandra College charges tuition fees to parents to offset the difference. All other fees and charges are based on the costs incurred by the school. The school budgets for a responsible surplus each year, which allows it to service any debt and make provision for maintenance and development of its policies and facilities. The school aims to minimise fee increase to the equivalent of, or below, the schools' inflation index.

The Hamilton & Alexandra College Fee Policy outlines the school's expectations on fee payments and outcomes in the event of unpaid fees. The policy recognises that the majority of families pay outstanding accounts promptly.

### Policy

The total yearly tuition and boarding fees will payable to the College in either **four 'term payments'** or **ten 'monthly instalments' from January to October** (inclusive). You may choose the structure that best suits you. However, if you choose to make ten monthly instalments you must complete a Direct Debit Request – Service Agreement in the form the School requires before no later than *1<sup>st</sup> December 2016*.

*If the Term Payments option is selected the following policy applies:*

- Payment of school fees is required on or before the first day of a new term.
- All Tuition and Boarding fees are payable a term in advance.
- ELC to Year 11 fees are charged over four terms and Year 12 over the first three terms.
- A Student may not enter a new term while accounts are outstanding.
- Late payment of fees may incur an Administration Fee of \$125.00 per month.
- A student will not be allowed to participate in a non-compulsory school event (such as a tour) unless tuition fees have been paid.
- Payment can be made by the following options:
  - Credit Card
  - Cheque
  - Direct Deposit
  - Cash

***If the Monthly Instalment option is selected the following policy applies:***

- Payment of school fees instalments are required on the last day of the month from January to October.
- All payments must be made through the College's direct debit system by parents completing a Direct Debit Request (Appendix "A")
- The College's Finance Department cannot process payments over the phone nor is it able to accept cash, credit cards, cheques or direct deposits for instalment payments.
- Declined payments may incur an Administration Fee of \$125.00.
- A student's enrolment will be discontinued if fees remain unpaid.
- A student will not be allowed to participate in a non-compulsory school event (such as a tour) unless tuition fees are up to date.

Written notice of withdrawal of a student is required no later than close of business 3.30pm on the first day of the Student's intended final term at the school. Failure to provide notice in accordance with this clause will result in a half a term's fees (and half a term's Boarding fees, if applicable) being charged in lieu of written notice of intention to withdraw the Student. Such fee penalties are calculated on undiscounted fee amounts advised to parents.

All fees are subject to change, with the College endeavouring to give a term's notice for any major changes.

For a scholarship or bursary holder, this policy is to be read in conjunction with terms and conditions outlined in the scholarship/bursary holder's letter of offer and scholarship policy.

A 5% discount is available on tuition fees paid a year in advance on or before January 15<sup>th</sup> of the year the child attends the school.

***Transition Process 2016***

There are some transition arrangements available to families for Term 3 & 4 fees:

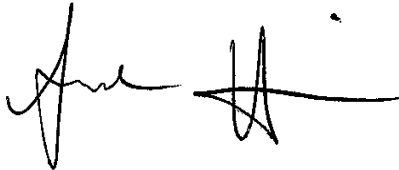
1. Term payments to continue as per current arrangements payable by first day of term.
2. Semester 2 (Terms 3 & 4) fees to be paid by 6 instalments as per requirements set out the Instalment Section above except for the below variations.
  - a. Instalments are payable on the last day of each month from July – December 2016.
  - b. A Direct Debit Request – Service Agreement in the form the School requires before no later than 17<sup>th</sup> June 2016.

**Conclusion**

Unpaid fees require the school to borrow money to offset income shortfall and to ensure that it is able to meet its own financial commitments. Such borrowings have an impact on *all parents* by way of increased fees required to ultimately service any debts. Procedures apply in pursuing unpaid accounts in the absence of any fee paying arrangements between the debtor and the Principal.

Updated March

Approved at Board March 2016


A handwritten signature in black ink, appearing to read 'Andrew Hirst', with a stylized flourish at the end.

Andrew Hirst  
Principal

A handwritten signature in black ink, appearing to read 'John P Diprose', with a stylized flourish at the end.

John Diprose  
Chairman

## Appendix A

<p>The Hamilton and Alexandra College 1 Chaucer St Hamilton Vic 3300 Phone: 03 5572 1355</p> 	<h1>Direct Debit Request</h1>
<p>Request and Authority to debit the account named below to pay <b>The Hamilton and Alexandra College</b></p>	
<p>Request and Authority to debit</p>	<p>Your Surname or company name _____</p> <p>Your Given names or ABN/ARBN _____ "you"</p> <p>Request and authorise <b>The Hamilton and Alexandra College 473814</b> to arrange, through its own financial institution, a debit to your nominated account any amount <b>The Hamilton and Alexandra College</b>, has deemed payable by <i>you</i>.</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<p>Insert the name and address of financial institution at which account is held</p>	<p>Financial Institution Name _____</p> <p>Address _____</p> <p>_____</p>
<p>Insert details of account to be debited</p>	<p>Name/s on account _____</p> <p>BSB Number (Must be 6 Digits)  _____ - _____ </p> <p>Account Number  _____ _____ _____ _____ _____ _____ </p>
<p>Acknowledgement</p>	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you have understood and agreed to the terms and conditions governing the debit arrangements between you and <b>The Hamilton and Alexandra College</b> as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p>Insert your Signature and address</p>	<p>Signature _____ (if signing for a company, sign and print full name and capacity for signing eg. Director)</p> <p>Address _____</p> <p>_____</p> <p>Date ____ / ____ / ____</p>
<p>Second account signatory (if required)</p>	<p>Signature _____ (if signing for a company, sign and print full name and capacity for signing eg. Director)</p> <p>Address _____</p> <p>_____</p> <p>Date ____ / ____ / ____</p>

The Hamilton and Alexandra  
College  
1 Chaucer St Hamilton Vic 3300  
Phone: 03 5572 1355



## Direct Debit Request

This is your Direct Debit Service Agreement with **The Hamilton and Alexandra College, 473814, ABN 87 006 456 266**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider. Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

### **Definitions**

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between *you* and *us*.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by *you* to *us* is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between *us* and *you*.

**us** or **we** means **The Hamilton and Alexandra College**, (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

**you** means the customer who has signed or authorised by other means the *Direct Debit Request*.

**your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

### **1. Debiting your account**

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

**or**  
We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

### **2. Amendments by us**

2.1 We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days written notice.

### **3. Amendments by you**

*You* may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least **30 days** notification by writing to: **The Hamilton and Alexandra College 1 Chaucer St, PO Box 286 Hamilton Vic 3300** or

by telephoning *us* on **03 5572 1355** during business hours;

**or**  
arranging it through *your own financial institution*, which is required to act promptly on *your instructions*.

### **4. Your obligations**

4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:

(a) *you* may be charged a fee and/or interest by *your financial institution*;

(b) *you* may also incur fees or charges imposed or incurred by *us*; and

(c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that we can process the *debit payment*.

4.3 You should check *your account* statement to verify that the amounts debited from *your account* are correct

## 5 Dispute

5.1 If you believe that there has been an error in debiting *your account*, you should notify us directly on **The Hamilton and Alexandra College, 1 Chaucer St PO Box 286 Hamilton Vic 3300 or Phone 03 5572 1355** and confirm that notice in writing with us as

soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.

5.2 If we conclude as a result of our investigations that *your account* has been incorrectly debited we will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.

5.3 If we conclude as a result of our investigations that *your account* has not been incorrectly debited we will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

## 6. Accounts

You should check:

(a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.

(b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and

(c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

## 7. Confidentiality

7.1 We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about *you*:

(a) to the extent specifically required by law; or

(b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

## 8. Notice

8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to **The Hamilton and Alexandra College, 1 Chaucer St PO Box 286 Hamilton Vic 3300 or Phone 03 5572 1355**

8.2 We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

8.3 Any notice will be deemed to have been received on the third *banking day* after posting.