

**HIGHVIEW COLLEGE**  
**FEE PAYING POLICY**  
**Responsible – Executive OPERATIONAL**  
(Ratified every four years)



Developed by	Principal	2021
Ratified	Board	2021
		2025

## 1. PURPOSE

- 1.1. Highview College aims to be an inclusive educational community in which our Christian values and foundation inform our actions and expectations.
- 1.2. To promote to all members of the School community that they are expected to respect the School values and culture.
- 1.3. To maintain 'not for profit' status.
- 1.4. To maximise the value of all incoming funds to extend the quality of a Highview College education.
- 1.5. To ensure that unpaid fees do not accumulate beyond one term.

## 2. INTENT

- 2.1. Parents agree to pay the scheduled fees, when they confirm the enrolment of their child/ren.
- 2.2. Highview College aims to maintain low parent fee contributions.
- 2.3. Highview College aims to support families experiencing hardship.
- 2.4. Highview College aims to avoid circumstances in which families accumulate debt.
- 2.5. This policy sets out Highview College's expectations with respect to the ways support can be offered.

## 3. FEE PAYMENT ARRANGEMENTS

- 3.1. Annual fees are determined by the College Board of Directors and are published on the College website.
- 3.2. Fees must be paid on the first day of each term, unless either of these two alternatives has been agreed in advance with the Account Manager:
  - 3.2.1. Fees may be paid in advance for the full year
  - 3.2.2. Fees may be paid in 22 instalments across the year, at times determined by the College
- 3.3. The Accounts Manager will send a fee account towards the end of each term, indicating the amount to be paid on (or before) the first day of the following term.

## 4. BURSARIES

- 4.1. All families with a means-tested Health Care Card are eligible for a Highview College bursary.
  - 4.1.1. This reduces the fees to \$50 per fortnight per child (\$1,300 per annum).
  - 4.1.2. A bursary requires authorisation for automatic fortnightly payments (or may be paid in quarterly instalments on the first day of each term).
  - 4.1.3. A cessation of automatic fortnightly payments (or late payment of quarterly instalments) will result in the 'overdue fee' process being implemented.

## 5. OVERDUE FEE PROCESS

- 5.1. Fees not paid by the first day of each term, are overdue.
- 5.2. Where a parent does respond to correspondence or attempts by the College to make contact, payment arrangements may be agreed which will be designed to accommodate family circumstances as far as is reasonably possible.
  - 5.2.1. These arrangements are at the sole discretion of the College.
  - 5.2.2. Failure to adhere to the agreed payment plan will trigger the implementation of the process outlined below (5.3 1-5).
- 5.3. The process of recovering overdue fees includes:
  - 5.3.1. A reminder notice is sent two weeks after the due date. If no response, then...
  - 5.3.2. A second reminder notice is sent four weeks after the due date. If no response, then...
  - 5.3.3. A warning notice is sent six week after the due date, indicating that the child's enrolment cannot continue in the following term, unless the arrears are addressed and the next term's fees are paid within the next two weeks. If no response, then...
  - 5.3.4. Parents will be notified in Week 8 of the term that the enrolment of their child/ren has been cancelled.
  - 5.3.5. The debt will then be transferred to a debt collector for recovery.

## 6. NOTICE OF WITHDRAWAL

- 6.1. It is a condition of enrolment that parents provide a term's notice of withdrawal.
  - 6.1.1. If this notice is not provided, parents will be charged a term's fees in lieu of notice.