

BUSINESS REGULATIONS

REGISTRATION

A non-refundable fee of \$100 is payable when the Enrolment Application Form is lodged.

WAITING LIST

If a place in the School cannot be offered, the child's name will be included on a waiting list without further fee.

ADMISSION

When a place is offered at the School, the student's position is reserved subject to receipt of a \$750 Confirmation Fee payment within 14 days of offer. Where immediate entry is available, this fee must be paid prior to commencing at the School.

For girls who enter Chilton Saint James School at Preschool level after 11 November 2011 and then proceed to Chilton Saint James School New Entrants class, the \$750 Confirmation Fee is paid in two tranches - \$250 prior to commencing Preschool and \$500 prior to proceeding into New Entrants.

For girls who entered Chilton Saint James School at Preschool level up to 11 November 2011 and then proceed to Chilton Saint James School New Entrants class, the \$750 Confirmation Fee is paid in two tranches - \$100 prior to commencing Preschool and \$650 prior to proceeding into New Entrants.

For a place in the Preschool only, the Confirmation Fee is \$250.

The non-refundable Confirmation Fee is applied to build the future capital base of the School. The amount of the Confirmation Fee is reviewed from time to time by the School's Board of Trustees.

FEES

The fees are annual fees payable in four equal tranches, one for each of the four terms. Each quarterly tranche of the annual fee is billed before the start of term and is due for payment within 14 (fourteen) days. Fees are payable in advance.

No refunds will be given for non-participation in trips and activities.

No fee is refundable where a pupil does not start or complete a full term.

Fees are reviewed and set by the Board of Trustees, generally on an annual basis. The Board of Trustees endeavours to give as much notice as possible of any change.

PAYMENT OF FEES

Payment is accepted by cash, cheque, or electronic funds transfer (EFTPOS, direct debit and direct credit, internet banking).

If paying fees by direct credit or internet banking, the customer code must be included to match the payment to your account.

Payment by instalment

Fees may be paid by direct debit in 11 instalments from January to November. An estimate of incidental charges is made at the start of the year and apportioned across the 11 instalments. A final payment is completed in November each year. Please contact the Accounts Office for forms to establish the direct debit authority and a calculation of amounts payable each instalment. A flat administration fee of \$205 is payable annually for administering the instalment payment option.

Partial payment rather than payment of the full amount of the invoice by cash or cheque or electronic funds transfer (EFTPOS, direct credit, direct debit, internet banking) is deemed to be paying by instalments. A flat annual fee of \$205 for administration of this service is added to the next invoice.

DISCOUNTS

Where two siblings are attending the School at the same time, a discount of 7.5% applies to the tuition fees for both students. For three or more siblings attending the School concurrently, the discount is 15% for each student. Students who are receiving a scholarship or bursary do not receive sibling discount as well.

Payment of the whole year's fees in one lump sum prior to 27 January 2012 attracts a 2.0% discount on tuition fees. The discount rate is determined annually by the Board of Trustees.

OVERDUE ACCOUNTS

Accounts remaining unpaid after the due date will be subject to a late payment fee as determined by the Board of Trustees from time to time.

In 2012, the late payment fee is \$75 per month or part thereof and will be charged on accounts remaining unpaid by the due date unless prior arrangements have been made and *agreed to in writing* with the Director of Finance.

A missed instalment is considered a late payment of fees.

Non-payment of fees, including those where agreements for fee payments have not been honoured, will result in a review of the student's continuing enrolment.

Unpaid accounts may be referred to a debt collection agency and the customer/debtor will incur any legal and/or collection costs.

PRIVACY

The School will use all reasonable endeavours to ensure that all personal information collected or held by the School concerning the customer is kept confidential but the customer acknowledges that such personal information may be used or disclosed to any other person including any credit or debt collection agency for credit assessment or debt collection purposes.

The customer has rights under the Privacy Act 1993 to access and request the correction of any personal information the School holds about the customer.

FINANCIAL HARDSHIP

The school can provide limited assistance in cases of short-term financial difficulty. If this situation should arise, please contact the Director of Finance as soon as possible to discuss your situation.

NOTICE OF WITHDRAWAL

One full term's notice in writing must be given to the Principal before the withdrawal of a student from the School (including Preschool) or from any extra subject or activity. For the avoidance of doubt, if a student is withdrawing at the end of the school year written notice is required prior to the beginning of the fourth term. One half term's fees are payable in lieu of such notice and are deemed to be liquidated damages.

ACCEPTANCE OF BUSINESS REGULATIONS

Each person signing the Enrolment Confirmation Form will be deemed to have accepted the above terms and conditions of the Business Regulations (as amended from time to time).

Any amendment to the Business Regulations notified to any parent, caregiver, guardian and/or fee payer (referred to in these Regulations as "the customer") shall be deemed to be accepted by the recipient upon receipt by the School of the next payment or part payment of Chilton fees payable.

Rosemary Humphrey
Director of Finance
11 November 2011
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