

- 2.5 The order of communication with respect to the collection of School Fees will be:
- 2.5.1 An annual account will be posted to Parents/Guardians at the commencement of the school year. The normal expectation is that this account will be paid by the due date unless prior arrangements have been made.
 - 2.5.2 A statement will be issued each month.
 - 2.5.3 A letter of reminder will be issued within 14 days of the due date elapsing unless prior arrangements have been negotiated.
 - 2.5.4 A final letter of reminder will be issued within 30 days of the due date elapsing which will inform parents of the College's intention to

4.0 Process

4.1 Parents/Guardians must fill in and return the 'payment option advice form' attached to the annual invoice by the required date.

4.2 Parents/Guardians who wish to be considered for special concessions and remissions should make an appointment with the Principal within 21 days of receipt of the annual invoice.

4.2.1 Parents/Guardian seeking reduction and/or remission of school fees, should provide the Principal with reasonable evidence. While every effort will be made to exercise compassion and confidentiality in such a sensitive matter, the onus is on the Parent/Guardian seeking concession to provide the Principal with the requisite information that will facilitate a mutually favourable resolution.

4.2.2 When a reduction and/or remission of school fees is agreed to by the Principal and Parent/Guardian, agreement shall also be reached on a date when the arrangements should be reviewed.

4.3 Every effort shall be made to protect the confidentiality of all information pertaining to parents and the payment of school fees.

5.0 Defaulters

Where Parents/Guardians have ignored all reasonable attempts (see 2.5) to negotiate a satisfactory fee repayment strategy:

5.1 If after 21 days following the final reminder letter, Parents/Guardians are still in default of payment and