

## Christian Schools Tasmania – School Fee Policy

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ABN 53 009 481 485

### School fee account

Your initial school account for the year includes tuition fees, any family discounts, and levies (if any).

### Payment plan required

Christian Schools Tasmania is committed to keeping school fees as low as possible. This helps all families access highest quality Christian education. We can only do this with the support and assistance of our families through the prompt payment of school fees.

By default, school fees are payable at the commencement of the year. We understand, however, that many families prefer to make regular instalments throughout the year and we are happy to work with families in this regard.

Unless fees are paid in full by mid-February, our policy is that all families will have in place an agreed **payment plan** authorising the payment of regular instalments (weekly, fortnightly, monthly or by term), sufficient to clear their school account balance by the end of each year.

If you do not already have an agreed payment plan in place, Christian Schools Tasmania has a number of payment methods available:

• <b>direct debit</b>	for regular automatic payments directly from your bank account	both these payment methods require your authorisation by completing the Direct Debit / Credit Card Authority form available online at <a href="http://www.cst.tas.edu.au/info">www.cst.tas.edu.au/info</a>
• <b>credit card</b>	for payment by way of regular automatic credit card transactions	
• <b>Centrepay</b>	allows automatic payment direct from any Centrelink benefits	<ul style="list-style-type: none"> <li>• set up online via Centrelink</li> <li>• CST's Reference Number is 555 055 611 X</li> <li>• your reference number is your CST Account Code (see your school fee statement)</li> </ul>
• <b>EFT</b>	for direct credit payments via online banking	see your school fee statement for payment details
• <b>BPay</b>	for payments via BPay, set up through online banking	

It is expected that all families will pay their fees by one of the above methods, or another agreed method as discussed with our Family Accounts Officer.

### Overdue accounts and account keeping fees

As always, it is our commitment to work with families and assist them with difficulties they may be experiencing in meeting their school fee obligations. Please contact the CST Office to confidentially discuss your circumstances. We will do all we can to assist those who are committed to a Christian education for their children.

Following up overdue school fees is an expensive exercise for us and we try not to pass these costs on to all families through fee increases. An **account keeping fee of \$25 per month** will be applied where families do not have an agreed payment plan in place, or do not discuss with us their inability to meet a payment plan obligation. Effective and timely communication with us will save both families and schools additional costs.

### Withdrawal notice period

We plan ahead for your child's education and we make commitments to staff and incur expenditure in anticipation of providing that education. As a result, it is a condition of enrolment that you provide 10 school weeks notice of withdrawal of your children. To be clear, school fees are payable for a period of 10 school weeks after giving notice. This applies to withdrawal of enrolment during a school year as well as at the end of the year.

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