



## FEE BILLING AND COLLECTION POLICY

*Palmerston Christian School is a learning community where parents and staff partner together. Students are nurtured through a loving, biblically-based school curriculum and structure to build their faith, character and desire to serve.*

### Introduction

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The Northern Territory Christian Schools is responsible for the establishment and direction of schools providing high quality education, training and care. The organisation is committed to supporting parents in the nurturing of their children and promotion of a strong partnership between parents and staff in each of its school communities.

NT Christian Schools has a desire to make Christian education accessible for all families. Therefore, fees have been set at the lowest possible level required to provide the necessary resources to carry out the business of providing high quality Christian education.

In order to achieve this, the organisation operates on budgets, which rely on receiving income from school fees on time in order to provide the necessary cash flow to resource and operate its schools. Any delays in receiving budgeted fee income severely impacts on the ability of the association to carry out its stated objectives. Parents are therefore expected to pay their fees when they fall due.

### Level of Tuition Fees and Charges

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Fee levels are set by the organisation annually in conjunction with the budget. Fees are detailed in the Schedule of Fees normally issued by October and remain in force for the following year. As specified in the agreement signed with the school, fees are levied in advance and due within thirty days. Parents therefore have a legal and moral obligation for the payment of their fees.

### Withdrawal of Student Fees

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Parents are required to give written notice to the school if a student is to be withdrawn from the school. If a student is to be withdrawn, notice in writing is required at least one term in advance of departure date. This assists the school in planning classes and offering places to those on the waiting list.

## **Action on Overdue Accounts**

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Overdue accounts will not be tolerated. It is a condition of enrolment that accounts are maintained in “Good Standing” at all times. An account is in “Good Standing” where it has a “zero” balance or is in compliance with a School/College approved direct debit system which provides for a “zero” balance before the next years fees are levied. Where the “Good Standing” of an account is not maintained, the School/College may initiate legal recovery action and/or suspend or terminate the enrolment.

## **Arrangements for Deferred Payments**

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Should parents choose not to pay in full by the due date, a School/College approved direct debit agreement must be in effect.

## **Change in the Relationship between Parents**

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Parents must inform the school if there is a change in their relationship status with each other since signing the application form (e.g. divorce or separation). Changes to the persons responsible for the account are only made under court orders or mediation agreements or by mutual consent of the signatories on the Conditions of Enrolment form.