

# **SCHOOL FEES & REFUND POLICY**

## **INTRODUCTION**

Alice Miller is registered as a Foundation (Prep) to Year 12 educational institution. While the school receives funding from both State and Australian Government authorities, the financial viability of the school is also achieved through the payment of tuition fees.

## **PAYMENT**

Fees are invoiced on a term by term basis, unless agreed otherwise. Parents are invoiced about six weeks before the start of each term for that term's fees, with a due date of about a fortnight before the commencement of term. Parents who are having difficulty with fees must contact the school in plenty of time for alternatives to be explored, if their child or children are to remain enrolled.

## **PAYMENT OPTIONS**

Credit card (Visa or MasterCard), Cheques payable to Blyton Pty Ltd or Alice Miller School, direct bank transfer, or Cash are accepted. If paying by Credit Card there is a 1% processing fee.

## **ON-TIME PAYMENTS**

From 2019, fee payments made on or before the due date are discounted by 5%.

## **OVERDUE ACCOUNTS**

Students who are unfinancial at the start of term may not be permitted to continue at the school, and will not be permitted to continue if fees are more than a month in arrears.

## **APPLICATION FEES**

The fee to apply for enrolment of a child is a non-refundable \$250, plus \$2.50 if paying by credit card. This fee goes towards the cost of processing and maintaining enrolments and enquiries.

## **NOTICE OF WITHDRAWAL AND REFUNDS**

The school requires at least one term's notice in writing of the withdrawal of a student. Where this is not given, a full term's fees will be deemed a genuine pre-estimate of the school's loss and will be charged/retained.

Revised November 2017. No changes made, except to the processing fee for payment by credit card.

Next revision: November 2018.

Checked and altered/edited January 21 2019

John Marsden

Next revision: December 2019