



“ There are so many educational opportunities that exist for your daughter as a Fahan girl. ”

Business Practices Summary

The Business Practices Summary concerns the enrolment of students and the payment of School fees. This document is an extract of the current School Conditions of Enrolment as contained in the Enrolment Form. The Business Practices Summary is updated periodically to take into account changes to the Conditions of Enrolment and is distributed on an annual basis.

On enrolment of a student, the parents(s) and/or guardians and/or person responsible for payment of fees, acknowledge that they agree to comply with the legal requirements of the current and any future Conditions of Enrolment as notified by the School Board in the Enrolment Form and Business Practices Summary.

Application for Enrolment

Student Application Form

Applications for enrolment to all year levels of the School, Kindergarten to Year 12, must be made on the School's official Student Application Form and returned to the registrar with the non-refundable application fee of \$100.

A completed application form does not guarantee admission into the School. Fahan School reserves the right to offer a place to any girl (or boy), irrespective of the date of application, at its discretion.

Enrolment Agreement

The person(s) signing the enrolment form is/are completing an agreement to abide by the rules, procedures and Business Practices of the School.

Enrolment Deposit

Monies paid by way of enrolment deposit are used as part of the ongoing Development and Capital Works Program that will ensure the refurbishment and construction of essential School facilities.

Fahan relies on its community to assist us in meeting our goals in these important areas. The current facilities Fahan students enjoy have been made possible by the generous support of previous generations of Fahan families and benefactors.

We offer two options to new parents in order to support this tradition of benefaction.

OPTION 1: parents may make a non-refundable, tax deductible gift payable to the Fahan School Building Fund of \$2,000 (minimum) per family, payable as a single lump sum. Parents are encouraged to consider this option and its potential taxation benefits.

OPTION 2: parents have the option to pay a refundable enrolment deposit of \$1,000 per child, payable to Fahan School as a single lump sum.

Either payment must be made within 30 days of the date of the Letter of Offer, or as otherwise stated, in order to confirm an enrolment place for your child. In the instance of non-payment of the enrolment deposit by the date specified in the Letter of Offer, the offer will expire.

Under Option 2, the deposit is refundable as per the Conditions of Enrolment. Students admitted after the commencement of Term 1 will, in addition to the payment of the application fee and enrolment deposit, pay the relevant term's tuition fee prior to commencing at Fahan School.



Business Practices Summary



Payment of School Fees

The person(s) signing the enrolment form accept(s) full responsibility for the payment of all fees and charges incurred on behalf of the student(s). Term 1 fees include all levies for the year.

Communications Addressed to both Parents

All communications relating to the payment of fee accounts will be directed to the signatories on the enrolment form, unless otherwise requested in writing by the signatories.

Credit Practice

The School Board has directed that the School is not a credit provider and therefore can not provide credit facilities. Accordingly School fees billed shall be paid within 30 days from the date of issue of the invoice. After this time, the School has the right to charge interest in each calendar year at the Small Business Small overdraft rate published by the Reserve Bank of Australia as at October of the year immediately preceding the year in which interest is being applied. Interest is payable for each day that a School account remains unpaid and compounds on a monthly basis.

Method of Payment of School Fees

Payment of School fees may be made by the following means:

- cash
- cheque
- credit card (VISA, Mastercard, Amex)
- direct deposit EFTPOS
- online banking into the School account
- direct debit

Payment Arrangements

1. FULL YEAR IN ADVANCE
A pre-payment discount of 3% of tuition fees will be applied to payments of the full year's fees. To receive the discount, payment in advance must be received by the due date of the Term 1 fees. Payment received after this date will not be eligible for the 3% discount. Levies must be paid in full when Term 1 fees are due.
2. PAYMENT OF FOUR EQUAL INSTALMENTS
Accounts covering each School term are issued prior to the commencement of the relevant term and are due for payment on the last day of Week 1 of each term, usually coinciding with February, May, July and October.
3. MONTHLY PAYMENTS
Guidelines will be strictly as follows:
 - Signed Instalment Arrangement returned to the Business Manager before commencement of payments. Forms are available from reception or via email.
 - Payments need to occur over ten (10) monthly instalments beginning in February and ending in November each year.
4. TWICE-MONTHLY PAYMENTS
Guidelines will be strictly as follows:
 - Signed Instalment Arrangement returned to the Business Manager before commencement of payments. Forms are available from reception or via email.

- Payments need to occur over twenty (20) twice-monthly instalments beginning in February and ending in November each year.

Fee Policies

Regularity of Payments and Continuity of Enrolment

The Principal reserves the right to refuse to allow a student to either commence a new term or to remain at the School while any fees or charges remain unpaid, in the absence of a current payment plan or where the payment plan is in default.

Fee Collection Policy

The Principal and the Business Manager are authorised by the School Board to take action as necessary, including civil process, to recover unpaid fees or charges, including interest and recovery costs. Written notice of this impending action will be given to the parent(s) concerned or to the person who is responsible for the payment of fees.

Family Fee Discounts

Families of two or more children currently attending the School are eligible to receive a tuition fee discount. For more information please refer to the Sibling Discount section on the Tuition and Boarding Fees sheet.

Attendance

Student Absence from the School

There will be no fee remission in the event that students are absent from the School. The Principal is to be advised in writing of any periods of extended absence.

Withdrawal of a Student or Change in Status

Ten (10) consecutive school weeks' notice of intention to withdraw a student from the School or change status between boarding and day student must be given in writing to the Principal. Where the required notice is not provided, parents will be liable for the payment of one additional academic term's tuition and/or boarding fees plus payment of all outstanding fees and levies at the time of withdrawal.

Withdrawal of a Student by the School

The School, through the Principal or delegate, has the absolute discretion to discipline, suspend, or terminate the enrolment of a student, on the grounds of:

- unsatisfactory conduct or performance; and/or
- persistent failure to obey school rules;

provided that before dismissal or suspension the student and parent(s) or guardian(s) shall have been made aware of the relevant issues.

Where suspension or termination of enrolment occurs in accordance with the above, the parties agreeing to these conditions (i.e. parent(s), guardian(s) or person responsible for payment of fees and accounts) will still be responsible for the payment of full fees during the period of suspension, or in the case of termination, fees applicable until the end of the term in which the student's enrolment is terminated.