

Fees Paid in Advance

Fees paid in advance are held in trust and drawn down to pay fees as they become due. Fees held in credit will be refunded upon student withdrawal, provided that written notice is given at least one term (10 weeks) prior to the student's departure from the School. (See Refund Policy below).

Uniform and Stationery Purchases

Uniforms and some stationery items are available at the School Retail Shop. Items purchased must be paid for at the time of purchase. Payment can be made using cash, cheque, debit or credit card, or can be charged to the family's account if the account has a credit balance.

3. CHANGES IN ENROLMENT STATUS

Students must notify the School in writing of any variation to their enrolment status. The impact on fees is explained below.

Temporary Absence

No deductions from fees are allowed for delays in students returning to school, for absence during the school term, or for the earlier completion of Year 12.

Change of Boarding Status

If a student wishes to change from boarding to homestay or vice versa, written notice must be given at least one term (10 weeks) in advance. Any such change in status will be subject to suitable accommodation being available and will require the approval of the Principal. The student's account will be adjusted as required after the change in status has taken effect.

Withdrawal of Enrolment

Student withdrawal must be notified in writing to the Registrar at least one term (10 weeks) prior to departure date. For students not continuing the following year, notice is required by the first day of fourth term (beginning of October). In the absence of such notice, one half of a semester's fees will be charged. (See Refund Policy at 6. below).

4. OVERDUE ACCOUNTS

If payment of an account is not received in accordance with the requirements of Clause 2, then the account is overdue.

Late Payment

Interest is charged on all overdue balances at the rate determined by the School Board by annual review; such rate to be notified at the base of the Schedule of Fees.

Payments received during the month that only partially pay the opening balance will reduce the amount on which interest will be charged by the amount of the receipt.

Penalties for Non-Payment

The School reserves the right to cancel a student's enrolment for non-payment of School Fees from the commencement of a semester if fees for that semester have not been paid.

The School reserves the right to cancel a student's participation in any extra-curricular activity that incurs an additional cost if fees are outstanding. The School reserves the right to withhold school documentation if there are any monies outstanding.

Debt Collection Fees

Should an overdue account be referred to a solicitor or licensed commercial agent, all costs incurred will be borne by the account holder.

5. METHODS OF PAYMENT

School Accounts are managed by the School's central administration situated in Heatley House. The office is open from 8am to 4pm on school days. School accounts can be paid using any one or more of the following methods of payment listed.

- a. By logging in to the Parent Lounge via the school website.
- b. By BPay using information as indicated on the base of the Statement of Account Remittance Advice.
- c. By mail using a completed Statement of Account Remittance Advice for credit cards.
- d. By telephone using credit card details.
- e. Over the counter at the office using cash, cheque, debit or credit cards.
- f. By telegraphic bank transfer.

Important Notes for Payments

The School does not accept Diners Club cards, Password protected debit and credit cards can only be used over the counter at the office.

Payments made directly to the School bank account must include the identifying parent code or the student's full name to enable staff to recognise the payer and relevant account for receipting purposes. If an identifier is not allowed by the bank from which payment is made, then the School must be advised of details of the intended deposit(s).

School Bank Account Details

Payments by direct deposit or internet require the School's bank account details:

Account Name: The Cathedral School of St Anne and St James

Bank & Branch: Westpac, Aitkenvale

SWIFT Code: WPACAU2S

Bank BSB No.: 034 212

Bank Acc. No.: 185647

Identifier: Parent Code

Account Queries

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