

Fees Policy and Payment Agreement



SACRÉ
COEUR

Introduction

Parents/guardians enrolling their children at Sacré Coeur are requested to sign and return a copy of this agreement as an acknowledgement of their understanding and acceptance of the following notes and regulations. One copy should be retained for record purposes.

The purpose of Sacré Coeur's fees policy is to establish a procedure for the prompt payment of tuition fees. The prompt payment of fees enables efficient school administration. The following fees policy shall apply to all parents or guardians responsible for payment of such fees. This policy shall also apply to the payment of fees associated with any extra-curricular activity provided by the school in arrangements with any parents/guardians.

Application Fee (non-refundable)

\$125.

An Application Fee accompanies each application for admittance to the School but does not in itself constitute an enrolment. This sum is lodged with the Application form in the prospectus.

Registration Fee (non-refundable)

\$420.

After an offer of a place at Sacré Coeur you are required to pay \$420 to secure your daughter's place at the school. This fee includes life-long membership of the Sacré Coeur Alumnae Association and life-long inclusion on the schools mailing list to several publications, including the Burke Road Bulletin.

Capital Building Levy

\$1250.

After your daughter has been formally accepted as a student at Sacré Coeur you will be required to pay \$1250 by May 1 in the year prior to your daughter's commencement. This payment is a non-refundable contribution to the building fund and is used in the capital works of the school.

Tuition fees

The annual tuition fees at Sacré Coeur are decided by the School Board. They will be billed four times a year in October of the preceding year, January, April and July. With an adjusting invoice in September to avoid carrying levies into the following Year 12, Term 4 fees will be billed at the same time as Term 3 and will be due 30th June. Due dates for payment are 28 days from the date of each Fee Notice. All accounts are required to have a zero balance at the end of each year's billing cycle (end October). The only exception to this is where there is in place an agreed Instalment Plan signed off by the Business Manager.

Student withdrawal

One full term's notice of withdrawal in writing to the Principal is required to avoid payment the next terms billing charge. This regulation may be waived at the discretion of the Principal only

Also, where any fees remain outstanding at any time after the due date for payment has passed, Sacré Coeur reserves the right to require the parents/guardians to withdraw their daughter/daughters from the school immediately.

Additional enrolments

No new enrolments will be accepted, or acceptance may be withdrawn, if any fees remain outstanding by the end of the calendar year unless by prior arrangement with the Principal.

Extra-curricular activities

If payment for extra-curricular activities is not received by the due date, the student may be refused permission to continue with those activities until payment is received.

Part-term enrolment

A pro rata charge is made for new pupils entering school for the first time after a term has commenced. If a pupil leaves during a term, no refund will be made for the remaining portion of the term, unless by prior arrangement.

Holding fee

A holding fee, per student, is payable for each term that students are withdrawn temporarily from the school for personal reasons. The Holding Fee will equate to payment in full of the next terms fees that each daughter will be absent. The fee will then be offset against the first billing that occurs on your daughter's return to the School. Provided the fee has been paid, a place will be kept for the student on her return to Sacré Coeur. Parents/guardians should be aware that, except where otherwise determined by the Principal, if a holding fee is not paid, re-entry to Sacré Coeur is subject to the student's being re-registered and the requisite fee being paid.

The school reserves the right to update and change school policy and fees and at such times this will be communicated to parents

Declaration

I/we agree to abide by the above conditions of enrolment at Sacré Coeur.

Father's/guardian's name:.....
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Signature:.....

Mother's/guardian's name:.....
.....

Signature:.....

Student's/Student's name(s) and year level(s):.....
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.....

Date:.....

Privacy/Collection Statement

This information is collected within the guidelines of the National Privacy Principles under the Privacy Act. Refer to our website for further details of the Sacré Coeur Privacy Act Statement.

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