



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

Fee Policy

Preamble

The Hamilton & Alexandra College is a not-for-profit school with income generated from Government funding and fees charged to parents. In the event of any cash flow deficit, the school relies on bank borrowings to service its creditors. The school receives approximately 50% of the Aggregate Government School Recurrent Costs (AGSRC), which therefore represents 50% of the legislated amount that a Government school receives for every child attending a Government School. The Hamilton and Alexandra College charges tuition fees to parents to offset the difference. All other fees and charges are based on the costs incurred by the school. The school budgets for a responsible surplus each year, which allows it to service any debt and make provision for maintenance and development of its policies and facilities. The school aims to minimise fee increase to the equivalent of, or below, the schools' inflation index. The Hamilton & Alexandra College Fee Policy outlines the school's expectations on fee payments and outcomes in the event of unpaid fees. The policy recognises that most families pay outstanding accounts promptly.

Policy

The total yearly tuition and boarding fees will payable to the College in either **four 'term payments'** or **ten 'monthly instalments' from January to October** (inclusive). You may choose the structure that best suits you. However, if you choose to make ten monthly instalments you must complete a Direct Debit Request – Service Agreement in the form the School requires before no later than *1st December 2018*.

If the Term Payments option is selected the following policy applies:

- Payment of school fees is required on or before the first day of a new term.
- All Tuition and Boarding fees are payable a term in advance.
- ELC to Year 11 fees are charged over four terms and Year 12 over the first three terms.
- A Student may not enter a new term while accounts are outstanding.
- Late payment of fees may incur an Administration Fee of \$125.00 per month.
- A student will not be allowed to participate in a non-compulsory school event (such as a tour) unless tuition fees have been paid.
- Payment can be made by the following options:
 - Credit Card
 - Cheque
 - Direct Deposit
 - Cash

If the Monthly Instalment option is selected the following policy applies:

- Payment of school fees instalments are required on the last day of the month from January to October.

- All payments must be made through the College's direct debit system by parents completing a Direct Debit Request (Appendix "A")
- The College's Finance Department cannot process payments over the phone nor is it able to accept cash, credit cards, cheques or direct deposits for instalment payments.
- Declined payments may incur an Administration Fee of \$125.00.
- A student's enrolment will be discontinued if fees remain unpaid.
- A student will not be allowed to participate in a non-compulsory school event (such as a tour) unless tuition fees are up to date.

Please also note that a 5% discount is available on tuition fees paid a year in advance on or before January 19th of the year the child attends the school. The Hamilton and Alexandra College will refund all overpaid tuition fees when a student leaves the school, subject to all financial commitments having been settled and the required notice of withdrawal being given.

Written notice of withdrawal of a student is required no later than close of business 3.30pm on the first day of the Student's intended final term at the school. Failure to provide notice in accordance with this clause will result in a half a term's fees (and half a term's Boarding fees, if applicable) being charged in lieu of written notice of intention to withdraw the Student. Such fee penalties are calculated on undiscounted fee amounts advised to parents.

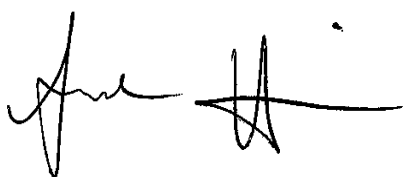
A pro rata charge is made for new students entering the College for the first time after a term has commenced. If parents temporarily withdraw a pupil for one term or more a holding fee is applied at the discretion of the Principal. All fees are subject to change, with the College endeavouring to give a term's notice for any major changes.

For a scholarship or bursary holder, this policy is to be read in conjunction with terms and conditions outlined in the scholarship/bursary holder's letter of offer and scholarship policy. Except as required by law and advised in writing by all signatories, fee accounts will not be split as a result of a change in family circumstances. In a case of family separation duplicate accounts will be sent to the different notified addresses of each parent unless the College is notified in writing that a single address is appropriate and suitable arrangements are made for payment.

Conclusion

Unpaid fees require the school to borrow money to offset income shortfall and to ensure that it is able to meet its own financial commitments. Such borrowings have an impact on *all parents* by way of increased fees required to ultimately service any debts. Procedures apply in pursuing unpaid accounts in the absence of any fee-paying arrangements between the debtor and the Principal.

Approved at Board March 2016



Dr Andrew Hirst
Principal



Mr Alasdair Sutherland
Chairman