Holy Name Primary School

Contract for Payment of School Fees

(This form must be returned with Enrolment Forms on Enrolment)

1. School Fees are presented to families four times a year.

2. Fee accounts are posted home to families at the beginning of each term – usually in Week 2.

3. Families are expected to pay the fees within a time frame – a due date listed on the Invoice. This is usually within two/three weeks of receiving the Invoice.

4. Parents are reminded about school fees in the Newsletter.

5. Principal follows up with late school fees during the term.

6. Parents who leave the school during the term are expected to pay the full term fees. Consideration will be given to families who move outside the Toowoomba precinct. A letter in writing must accompany the request to the principal.

7. Families who leave the school unexpectedly without paying school fees and without making arrangements as in point 7 above, will engage school procedures for collection of the outstanding school fees.

8. Families who as in point 8 above, when the debt collector has been engaged, will be responsible for payment in full of the outstanding fees and the full cost of the collection process of said fees.

I/We the parents/guardians/carers ______________________________________________

(Print Full Name of parent/guardian/carer)

understand the procedure for the collection of school fees and if I/we leave the school during term time we understand that full payment for the term is required. I understand that failure to pay any outstanding fees will engage the school’s process and procedure for collection of school fees.

I agree to these terms and conditions of Holy Name Primary School fee collection as stated above.

Signature/s: ___________________________________________________________ Date: __________

Full Name/s: ____________________________________________________________

Updated 08.2016