



CREDIT POLICY

BILLING OF SCHOOL FEES

Fees will be billed four times per calendar year, corresponding to the School terms. Year Twelve will be billed three times per year, with no fee billing in Term Four. A final account for all incidentals will be sent at the end of the year. Fee statements will be posted to ensure that parents receive them before the commencement of each term.

CREDIT TERMS

Fees are payable on or before the first day of each term.

Parents may elect to pay fees by monthly instalments using a direct debit system. No fees or charges apply to this instalment arrangement. Full details of the direct debit arrangement are available from the Business Office.

WITHDRAWAL OF STUDENT

One full school term's written notice (or one school term's fees in lieu of notice) is required when withdrawing a student from the School. Holiday periods do not constitute adequate notice, including the summer vacation.

OVERDUE ACCOUNTS

Accounts will be deemed overdue at the expiry of fourteen (14) days from the first day of each term. A reminder letter will be sent to notify an overdue account.

LATE FEE

A flat fee of \$100 may be charged on all accounts not paid in accordance with the school's credit policy and deemed overdue.

END OF TERM REVIEW

If by the end of School term, no payment has been received, no scheme for payment arranged with the School or appropriate contact made, parents will be notified that enrolment will be subject to suspension within seven days. Suspension will continue until such time as the account is paid or an acceptable payment plan is arranged.

END OF YEAR REVIEW

Where more than one term's fees are outstanding at December each year, and every opportunity has been given to settle the account, enrolment will be cancelled should no scheme for payment be entered into. Parents of students who leave the School without extinguishing their debt for fees owing, and who make no effort to come to some scheme of arrangement, will be pursued under due legal process.

METHODS OF PAYMENT

Payment may be made by cash, cheque, credit card, automatic monthly bank instalment or other suitable method as arranged with the School. A surcharge applies to the payment of fees using a credit card (currently 1% Visa/MasterCard and 2% Amex).

FOR MORE INFORMATION

Please contact the Principal or the Director of Finance if you require further details of Northholm's Credit Policy.