

## **CREDIT POLICY**

### **BILLING OF SCHOOL FEES AND CHARGES**

Fees and charges are invoiced four times per calendar year, in line with the School terms. For Year 12 students, fees are billed three times per year, with no tuition fee billing issued for Term Four. Please refer to the current year's fee schedule for payment due dates.

A final account covering any incidental charges will be issued in December each year.

Invoices are issued at least seven days prior to the payment due date to ensure parents receive them before the commencement of each term.

### **CREDIT TERMS**

Fees and charges are payable on or before the due date, which is 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 Finance Office by phone or email [schoolfees@northholm.nsw.edu.au](mailto:schoolfees@northholm.nsw.edu.au).

### **WITHDRAWAL OF STUDENT**

If Parents/Carers wish to withdraw a student from the School, one full school term's notice must be given in writing to the Principal. Notice must be received before day one of the student's final term at the School. Where such notice is not provided, a full School term's fee in lieu of notice will be charged. If a student is withdrawn from School, any balance due to the School for that student (including the fee in lieu of notice), must be paid in full, on or before the student's final day of attendance.

### **OVERDUE ACCOUNTS**

Accounts are overdue if fees and charges are not paid by the due date, which is the first day of each term. Please refer to the Fee Schedule for details of the payment due dates. A reminder letter will be sent to notify an overdue account.

### **LATE FEE**

An administrative fee will be charged on all overdue accounts in accordance with the Fee Schedule. The School reserves the right to notify parents that their child will not be permitted to return to the School until all overdue fees, and charges have been paid.

### **WITHDRAWAL OF ENROLMENT FOR NON-PAYMENT**

If payment of an overdue account has not been received within four weeks of the due date, and no payment arrangement has been made, parents will be advised that the student's enrolment may be suspended within seven days. Any suspension will remain in place until the outstanding balance is paid in full or an acceptable payment plan has been agreed with the School, and adhered to. In addition, the School reserves the right to withhold School reports and/or not permit the Student to participate in discretionary activities offered by the School (such as sport, excursions, camps and local, interstate or overseas trips) until the overdue account has been paid.

Where more than one term's fees are outstanding, enrolment will be cancelled should no acceptable payment plan have been agreed.

Parents of students who leave the School without extinguishing their debt for fees and charges owing where no acceptable payment plan has been agreed and adhered to, will be pursued under due legal process and must pay all associated recovery costs.

## **METHODS OF PAYMENT**

Payment may be made by BPAY, credit card, or direct debit from your nominated bank account. A surcharge applies to the payment of fees using a credit card. The surcharge which will be applied will be updated regularly and published on the School's Fee Schedule.

## **FOR MORE INFORMATION**

Please contact the Business Manager if you require further details of Northholm's Credit Policy.

Nate Atkinson  
Principal

Reviewed June 2026

*The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Standards Authority (NESA).*

*Some of the key School's policies are:*

- *Credit policy*
- *Student Management Policy*
- *Employee Grievance Procedure Policy*
- *Parent Code of Conduct*
- *Privacy Policy*
- *Tuition Fee schedule*
- *Responsible Use of Information Technology Policy*