

PREAMBLE

The Hamilton and 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 and Alexandra College Fee Policy outlines the school's expectations on fee payments and outcomes in the event of unpaid fees. The policy recognises that the majority of 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 2023*.

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.

Written notice of withdrawal of a student is required no later than close of business 3.30 pm 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-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.

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 the terms and conditions outlined in the scholarship/bursary holder's letter of offer and scholarship policy.

A 2.0% discount is available on tuition fees paid a year in advance on or before January 17th of the year the child attends the school.

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

DIRECT DEBIT REQUEST

REQUEST AND AUTHORITY TO DEBIT

Your Surname or Company Name _____

Your Given names or ABN / ARBN _____ "you"

request and authorise The Hamilton and Alexandra College 473814 to arrange a debit to your nominated account to pay for school fees and extra-curricular charges.

This debit or charge will be arranged by The Hamilton and Alexandra College's financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from *your* nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

AMOUNT OF DEBIT

Any amount The Hamilton and Alexandra College, has deemed payable by *you*

OR

The amount specified in the invoice we have sent you, for payment on a due date

OR

\$[_____] monthly continuing until cancellation.

YOUR ACCOUNT TO BE DEBITED

Name/s on account _____

Financial institution name _____

BSB number (must be 6 digits) | ____ | ____ | ____ | - | ____ | ____ | ____ |

Account number | ____ | ____ | ____ | ____ | ____ | ____ | ____ | ____ |

YOUR CONTACT DETAILS

Address _____ POSTCODE _____

Email _____

Telephone no _____

CONFIRMATION

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:

- _____ you are authorised to operate the nominated account; and
- _____ you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.

YOUR SIGNATURE

Signed in accordance with the account authority on your account:

Signature _____ Date _____

SECOND ACCOUNT SIGNATORY

(if required)

Signed in accordance with the account authority on your account:

Signature _____ Date _____

Name _____

Address _____ POSTCODE _____

Email _____

Telephone no _____



SIGNING FOR A COMPANY

You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.

Signature of duly authorised officer: _____ Date _____

Position held _____

Name _____

Address _____ POSTCODE _____

Email _____
(Notices will be sent to this email address)

Telephone no _____

SECOND COMPANY SIGNATORY (if required)

Signature of duly authorised officer: _____ Date _____

Position held _____

Name _____

Email _____



DIRECT DEBIT REQUEST SERVICE AGREEMENT

This is your Direct Debit Service Agreement with The Hamilton and Alexandra College User - ID 473814 ABN 87 006 456 266 (the Debit User). It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

DEFINITIONS

account means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

Direct Debit Request means the written, verbal or online request between *us* and *you* to *debit funds from your account*.

us or we means The Hamilton and Alexandra College, (the Debit User) you have authorised by requesting a *Direct Debit Request*.

you mean the customer who has authorised the *Direct Debit Request*.

your financial institution means the financial institution at which you hold the account you have authorised us to debit.

1. DEBITING YOUR ACCOUNT

- 1.1 By submitting a *Direct Debit Request*, you have authorised *us* to arrange for funds to be debited from *your account*. The *Direct Debit Request* and this *agreement* set out the terms of the arrangement between *us* and *you*.
- 1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.
- Or** We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.
- 1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. AMENDMENTS BY *US*

- 2.1 We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) days written notice sent to the preferred email or address you have given us in the *Direct Debit Request*.

3. HOW TO CANCEL OR CHANGE DIRECT DEBITS

You can:

- (a) cancel or suspend the *Direct Debit Request*; or
- (b) change, stop or defer an individual debit payment at any time by giving us at **10 days** notice.

To do so, contact us at payroll@hamiltoncollege.vic.edu.au

or

by telephoning us on 03 5572 1355 during business hours;

You can also contact your own financial institution, which must act promptly on your instructions.

4. *YOUR* OBLIGATIONS

- 4.1 It is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.
- 4.2 If there are insufficient clear funds in *your account* to meet a *debit payment*:
 - (a) *you* may be charged a fee and/or interest by *your financial institution*;
 - (b) we may charge *you* reasonable costs incurred by *us* on account of there being insufficient funds; and
 - (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.
- 4.3 *You* should check *your account* statement to verify that the amounts debited from *your account* are correct.



5. DISPUTE

- 5.1 If you believe that there has been an error in debiting *your account*, you should notify us directly on payroll@hamiltoncollege.vic.edu.au. Alternatively, you can contact your financial institution for assistance.
- 5.2 If we conclude as a result of our investigations that *your account* has been incorrectly debited, we will respond to *your* query by arranging within a reasonable period for *your financial institution* to adjust *your* account (including interest and charges) accordingly. We will also notify you in writing of the amount by which *your account* has been adjusted.
- 5.3 If we conclude as a result of our investigations that *your account* has not been incorrectly debited, we will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

6. ACCOUNTS

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your* account details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. CONFIDENTIALITY

- 7.1 We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. We will make reasonable efforts to keep any such information that we have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about *you*:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. CONTACTING EACH OTHER

- 8.1 If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to **The Hamilton and Alexandra College** payroll@hamiltoncollege.vic.edu.au or **PO Box 286 Hamilton Vic 3300**
- 8.2 We will notify *you* by sending a notice to the preferred address or email *you* have given *us* in the *Direct Debit Request*.
- 8.3 Any notice will be deemed to have been received on the second *banking day* after sending.