RIVERMOUNT COLLEGE

Fee Payment Policy

GENERAL FEE INFORMATION

Schedule of Fees
Fees are reviewed annually and set by the Board of Directors.

Confirmation Fee
To secure the student's enrolment, a $200 Confirmation Fee is payable prior to the student's entry to the College. This fee is non-refundable and is not deducted from tuition fees.

Fee Statement and Due Dates
Tuition fees and levies are invoiced on a quarterly basis (one invoice per term) and are due for payment within **seven (7) days** of the invoice issue date.

Tuition Fees are charges that contribute to the delivery of the College's educational program, including teaching, learning resources, and academic support services.

Levies are compulsory charges that cover specific resources, programs, activities, and services provided to students in addition to the core educational program.

Fees paid for the full year in advance will attract a 5.0% discount on tuition fees. To qualify for the discount, payment must be made by the date specified on the current fee schedule.

All transactions are processed in Australian dollars (AUD) and include GST where applicable. The Fee Statement is emailed to the address supplied unless otherwise advised.

Agreed Payment Plan
Parents seeking to pay fees by monthly, fortnightly, or weekly instalments must contact the Finance Office, prior to the term's due date, to arrange a mutually agreed payment plan. Any approved payment plan will require all fees and levies for the current term to be paid in full by the conclusion of that term.

Agreed payment plans will either be based on a Direct Debit system or using a method and frequency schedule set down by the Finance Office. Direct Debit payment will only be permitted if the Debit is consistently honoured. A default of a Direct Debit process will result in the debtor being notified and given one week to rectify. Should more than 2 defaults occur in succession the right to pay fees by Direct Debit will be permanently revoked and fees will be payable on the College's standard payment terms. (An exception may be granted if it is successfully demonstrated that the default was due to bank error, not client action or insufficient funds, or another reason that the College finds satisfactory entirely at its own discretion.)

Other Costs
Other charges may be charged from time to time to cover items such as camps and optional activities.

Sibling Discounts *(excludes Kindergarten)*
The following family discounts for tuition fees will apply for families who have more than one child enrolled concurrently: Second child – 20%; Third child – 40%; Fourth child – 60%; Fifth child – 80%

Mid-Term Enrolment
Fees will be charged pro rata for new students commencing after the first week of the term.

Absence / Holding Enrolment
The College does not remit fees if a student is absent for any period during the term. If a student is absent for a term or more but remains enrolled, a written request for a fee reduction must be made to the Principal and may be granted at the Principal's discretion. Consideration will be given to the length of the break, the nature of the leave, the time the student has been at the College, the number of previous leave occurrences, and the existence of student waiting lists.

Joint and Several Liability for College Fees
Each parent/guardian (including stepparents) who signed the online application for enrolment are jointly and severally liable for the payment of all fees and charges levied by the College. Any variation to split fees between parties must be applied for in writing to the Principal.

International Students
From 2027, the College is no longer able to enrol students who hold or require a **Student Visa (Subclass 500)**.

METHODS OF PAYMENT

The College offers a range of convenient payment options. Fees and charges may be paid via BPAY, Direct Debit, Parent Lounge, Credit Card, Cash, or EFTPOS.

PARENT LOUNGE PORTAL SECURITY
Parent Lounge is a secure information portal to access student records, account statements and other important information. When making payments via Parent Lounge your financial details are passed through a secure server using the industry standard 256-bit SSL (secure sockets layer) encryption technology.

Each parent/guardian is issued a unique login; please keep this secure to protect confidentiality.

OVERDUE ACCOUNTS

Late Payment of Fees
Fees not received by the due date may incur a late payment fee. A fee of $50.00 (inclusive of GST), may be charged every term overdue until fee arrears are paid in full. The College will waive the late payment fee where there is a mutually agreed payment plan in place, provided there is no default in payment.

In Case of Financial Difficulty – Fee Concessions
Where possible the College is prepared to work with families that are experiencing short periods of financial difficulty. If you have any issues in relation to the payment of fees, please contact the Finance Office or the College Business Manager on finance@rivermount.qld.edu.au. Concessions are calculated annually and can only be provided on a short-term basis to support families in unexpected circumstances.

Loss of Optional Activities if Fees are Outstanding
It is College policy that parents/guardians will not be permitted to enrol their child/ren in optional College activities (extra/co-curricular including sporting, cultural, performing arts and music tuition, outdoor education, camps and tours) unless all the agreed College fees have been paid.

Failure to Pay – Debt Collection
On rare occasions people fail to pay their account, do not respond to reminder notices, and do not contact the College to make alternate arrangements. Failure to pay monies owing to the College will entitle the College to direct unpaid accounts to a debt collection agency and/or institute legal proceedings and/or

terminate the enrolment of the student/s at any time. Costs and commissions associated with the collection/proceedings will be added to the outstanding balance. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the College's control and all negotiations for payment must then be made with the debt collectors. The account holder's credit rating may also be affected.

CANCELLATION OF ENROLMENT

Parents who fail to meet their obligations as per this policy may have the enrolment of their children suspended or terminated with immediate effect, up to and including their final year of school.

The Principal has the authority to apply student disciplinary measures in accordance with the *College Code of Behaviour* and *Behaviour Management Protocols* which may result in the cancellation of enrolment. Should this occur, no refund of tuition fees will be made available.

NOTICE PERIOD OF WITHDRAWAL

Written notice of withdrawal must be submitted to the College no less than one full school term (being a minimum of eight school weeks) prior to the student's date of withdrawal. Failure to provide the required notice will result in one term's tuition fees being charged in lieu of notice. Verbal advice of withdrawal will not be accepted as sufficient notice. The dates by which notice must be received to avoid this charge are communicated to families annually.

To formally withdraw a student, parents/guardians must complete the College's official Exit Form and submit it via email to principal@rivermount.qld.edu.au, with a copy provided to enrolments@rivermount.qld.edu.au. Withdrawal is not considered effective until the completed Exit Form has been received by the College.

FEE PAYMENT CONDITIONS

1. You agree to abide by the terms of the *Fee Payment Policy* issued by the College and published on its website https://www.rivermount.net/our-college/about-us/college-policies
2. Parents/Guardians agree to pay all fees, levies and other charges as they fall due in accordance with the College's Fee Payment Policy and Fee Schedule, as amended from time to time. Unless otherwise agreed in writing by the College, all fee accounts must be kept current. The College reserves the right to suspend a student's enrolment, withhold participation in certain activities, or decline to confirm a student's enrolment for the following academic year where fees remain outstanding.
3. You agree to give one term's written notice of intent to withdraw your child from enrolment or pay one term's tuition fees in lieu of such notice.
4. Appropriate recovery action may commence after the due date for payment of fees. Any additional costs incurred by the College to recover overdue fees may be added to the balance of the account in default.
5. Both parents/guardians must sign the section titled 'Payment of College Fees' on the enrolment application unless written notification is provided to the College that one party is solely responsible for the payment of the tuition fees and charges levied by the College. Each signatory is jointly and severally liable for payment of all fees and charges levied by the College from time to time.