



## CHARGES AND REFUND POLICY

Inaburra School is registered with State and Australian Government authorities as a Kindergarten to Year 12 educational institution. While the school receives funding from both State and Australian Government authorities, the financial viability of the school is achieved through the contribution of parents through payment of tuition fees.

### Payment Options

Fees are issued via email with a link in the email to the school payment portal. Please ensure that the school's email address is whitelisted in your email software to assist smooth delivery of the email and attachments.

**BPAY:** The school prefers and encourages payment of fees using BPAY (Internet Banking). BPAY payments may be made from bank account or debit card.

**Internet/Credit Card:** Payment can be made on the internet through the parent payment portal via direct debit or credit card, surcharges apply.

**Cheques:** will also be accepted and should be made out to "Inaburra School" and forwarded to Accounts, Inaburra School, P.O. Box 3066, Bangor 2234.

**Edstart:** is an alternative payment option to assist families manage their school fee payments. You can spread your school fees into weekly, fortnightly or monthly instalments, as well as extending payments over a longer period. <https://edstart.com.au/inaburra>  
Fees and charges apply. This is a contract between EdStart and the parent.

*Cash payments will not be accepted.*

### Overdue Accounts

The following fee schedule applies to late payments:

AMOUNT RANGE OF ARREARS		MONTHLY FEE
Minimum	Maximum	
\$1	\$1,000	\$5
\$1,001	\$2,000	\$10
\$2,001	\$3,000	\$30
\$3,001	\$5,000	\$50
\$5,001	\$7,000	\$70
\$7,001	\$10,000	\$100
\$10,001	\$15,000	\$120
\$15,001 and above		\$150 or by arrangement

Overdue accounts take up a great deal of time and effort for our support staff. We seek your support in ensuring the prompt payment of fees in the normal term. The late fee structure is to help cover interest costs and the costs involved in collecting and following up late payments.

### Application for Enrolment Fees

The fee to apply for enrolment of a child is \$200. This fee goes towards the cost of processing and maintaining enrolments and enquiries. Please note this is a non-refundable fee.

### Enrolment Acceptance Fee

An enrolment acceptance fee of \$1,500 applies to applicants who accept an offer of enrolment and is used for continuing development of capital works within the school. Please note this is a non-refundable fee.

### Notice of Withdrawal and Refunds

The school requires at least one term's notice in writing of the withdrawal of a student having accepted the offer of enrolment at Inaburra School. Where this is not given, a full term's fees will be deemed to be genuine pre-estimate of the school's loss and will be charged/retained.

### Injury/Accident/Personal Belongings Insurance

The school holds Student Accident Insurance. Details are available on our web site. The school does not hold a policy for loss or damage to personal belongings for students and strongly encourages parents to take out their own policy to cover accidents/loss that may occur due to playground activities, sporting events etc. The school holds Public Liability and Professional Indemnity policies to cover all situations where the school is at fault.