

## FEE PROCEDURE

Fees are a necessary part of the school's ability to be economically viable. The fee amount is determined annually by the school's Governing Council (GC) taking into account the CPI index and registration requirements.

### **Parents/guardians** should:

- pay fees at the beginning of each term or if desired ask the administrator about payment plan options,
- make prompt payment in accordance with the chosen/agreed payment option, and
- make full payment for each term their child attends school, even if the attendance is only for part of the term.

### **The school** administrator and GC will:

- receipt fees paid and provide a copy to the parent/guardian,
- review and respond to payment plan requests, and
- follow up any outstanding fees in accordance with our debt management procedure.