POLICY: PARENT PAYMENT PLANS

DEFINITION:
A document which sets out the fee payment responsibilities and due dates for payments to be made by parents and guardians of students of the College.

1. STATEMENT OF BELIEF:
The College has a commitment to offer families that are having financial difficulty making payments a range of support options and to negotiate an appropriate alternative arrangement such as payment by instalments. The College has a commitment to exercise sensitivity to the differing financial circumstances of individual students and their families and will make decisions in relation to payments plans on a case-by-case basis.

2. OBJECTIVE:
- To ensure the conditions under which a family is eligible to commence a Payment Plan are clearly documented and consistent procedures are followed throughout the College.
- To ensure the College is providing affordable options to Parents and Guardians in relation to payment of College fees, levies and all non-curricular activities.
- Any Payment Arrangement will be in accordance with DEECD (Department of Education and Early Childhood Development) policy.

3. IMPLEMENTATION
- This policy will work in conjunction with the Drouin Secondary College Non Curriculum Extracurricular Activities Policy available on the Drouin Secondary College website.
- Families requiring a payment plan will make an appointment with the College Business Manager to discuss such arrangement.
- Any payment plan put in place will detail amount owing, amount required on a regular basis and timeline for payment.
- All payment plans must only span the current year.
- No payment plan will be permitted to be carried over to the following year in which fees, levies and charges were subject to.
- Any non-curriculum and extra-curricular activity such as Year 10 Debutante Ball, Year 12 Valedictory Dinner, Year 11 Formal, excursions or camps will not be permitted to be included in any existing payment plan.
- A separate plan may be made to cover any non-curriculum and extra-curricular activity such as Year 10 Debutante Ball, Year 11 Formal, Year 12 Valedictory Dinner, excursions or camps only with discussion with the Business Manager and must be paid in full prior to attending the activity.
- All payment Plans will be subject to review by the Business Manager on a term by term basis.

This policy will be reviewed by the Education Policy Committee as part of the school’s four-year cycle.