Payment of fees and charges
Payment is strictly 30 days from the date of the invoice. The account
can be paid by direct debit, BPAY, cheque or credit card via SchoL. Cash
payments are not accepted. Payments made by credit card will incur an
additional 0.7% surcharge.

Monthly instalments of 12 equal payments from October 2016 to
September 2017 for the current year’s tuition and levies can be
arranged by contacting the Finance Department. All arrangements
need to be confirmed in writing.

Overdue accounts will incur an administration charge of $250 per
quarter. Once accounts have been in arrears a second time, they will be
required to move to a monthly direct debit arrangement.

Any legal and collection costs incurred for overdue accounts will be
added to the account.

No student will be allowed to enter a new term at the School while
the tuition fees for the previous term remain unpaid, unless special
approval has been obtained. The School reserves the right to suspend
the enrolment of a student/s if all reasonable steps to address an
outstanding account is not met.

No deduction can be made on account of absence, as the expenses
incurred in maintaining the School are not lessened by the temporary
absence of individual students.

Discounts
Where full payment is received by Monday 28 November 2016,
a discount of 3% applies for 2017 only.

*This discount only applies if the student remains for the whole academic
year. Where a student withdraws prior to the end of the school year the
entire fee is due and payable i.e. discount is forfeited and therefore payable.

Fee Locking
Where a parent elects to pay multiple years in advance the fee shall
remain capped at the base year level for the duration of the payment
i.e. increases to fees will not apply e.g. if a parent elects to pay for 2018
and 2019 in the one payment then the fee shall remain set at the 2017
level until the conclusion of 2019. Full payment is required by
Friday 27 January 2017.

Termination of enrolment at St Michael’s
In the event that a child leaves St Michael’s, notice must be given in
writing to Mr Simon Gipson by email: head@stmichaels.vic.edu.au

Any impending student withdrawal notice is required as follows:

<table>
<thead>
<tr>
<th>withdrawals up to the end of</th>
<th>written notice required by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1, 2017</td>
<td>Mon 28 Nov 2016</td>
</tr>
<tr>
<td>Term 2, 2017</td>
<td>Mon 27 Feb 2017</td>
</tr>
<tr>
<td>Term 3, 2017</td>
<td>Mon 29 May 2017</td>
</tr>
<tr>
<td>Term 4, 2017</td>
<td>Mon 28 Aug 2017</td>
</tr>
</tbody>
</table>

Where notice is given in accordance with the above requirements, all
tuition fees paid in advance for any period after the child’s final day at
St Michael’s will be refunded.

If sufficient notice is not given in accordance with this provision,
al tuition fees for the term immediately following the child’s final
term at St Michael’s, in addition to all charges for co-curricular
and extra-curricular activities that have been committed to, remain due as
payment in lieu of notice.

Goods and Services Tax (GST)
GST is not charged on School fees, childcare and co-curricular activities.
Other activities, however, may attract GST. School costs and charges
have been calculated on the basis that they are GST-free.

All terms and conditions are subject to change. All amounts are in
Australian Dollars.

Further information
Regarding fees and payments, please call the Finance Officer
+61 3 8530 3216 or email payments@stmichaels.vic.edu.au