



Wagga Wagga Christian College Account Terms and Conditions

The terms of enrolment are set out in the Parent Agreement signed at the time of student enrolment. Important elements of these terms are set out below:

- Annual Tuition fees are invoiced and emailed to families in one instalment at the beginning of Term 1. Payment options include:
 - Payment in full by 23 February to receive an early payment discount.
 - Four equal quarterly payments paid at the start of each Term by BPAY.
 - Direct debit instalments can be scheduled weekly, fortnightly, or monthly. Please contact accounts@wwcc.nsw.edu.au to establish or change a direct debit plan. The Direct Debit form is available on the College website under the 'Enrolment' tab.
- Tuition fees must be paid in full by the end of each calendar year.
- Excursions, camps, and activities are billed separately as they occur and must be paid for at the College Office by cash, card, or cheque.
- Parents will be charged the replacement cost of damaged and unreturned textbooks, library books and other resources.
- In the event that you default in making payment and recovery/legal action is undertaken, you will be responsible for all expenses in relation to the collection of the outstanding amount including, but not limited to, all charges and fees, legal costs on an indemnity basis, and disbursements.
- When a student is leaving the College one Term's notice of departure must be provided to the College in writing. Completion of a 'Notification of Intended Departure' form by parents is essential. The form is obtained from the College Office and should be signed and submitted by parents to the Enrolments Officer.
In the event that one Term's notice is not provided a withdrawal fee equivalent to one term's tuition fee will be charged. This represents a genuine estimate of costs the College will incur where the required notice has not been given.
Where circumstances relating to the withdrawal are outside the control of the parents an application may be made (in writing) for consideration of waiving the withdrawal fee. The request must be in writing and addressed to the Finance Committee and forwarded to the Business Manager.
- The Family Holding Deposit will be refunded when the last student in the family departs from the College, providing all textbooks and library books have been returned and all outstanding amounts payable have been paid.
- Donations to the Building Fund or Library Fund are tax deductible. Any donations are strictly voluntary and a separate receipt will be issued.
- Please notify all changes of name, address, phone number, email address, health or other matters of status in writing. Forms to assist in this are available from the College Office.