



St John's Girls' School Attendance Dues 2025

The St John's Girls' School Board of Proprietors [BOP] are responsible for collecting attendance dues each year to pay for the provision of the school land and buildings.

Attendance dues will be invoiced each term. Attendance dues are a compulsory charge and must be paid in full before 31 October for your daughter to be eligible to return to school the following year.

Attendance dues are **\$230 [including GST]** per term.

These are to be paid into the following account: **St Johns Girls School Inc General Account**

03-1746-0051474-90

Please include the correct invoice number as the reference and the child's name, initial and surname.

Attendance Dues: Payment and Overdue Process

If you are unable to pay your attendance dues on time, you must contact the office manager before the due date. This allows us to work with you on a solution and avoid further action.

This document outlines the process for collecting overdue accounts and the legal authority that the Board of Proprietors [BOP] has to enforce these collections. While the BOP prefers not to use these powers, we are required to do so for families who have not contacted us to make a payment arrangement or who are not honouring a previously arranged plan.

Overdue Account Collection Process

Accounts are considered overdue one month after the due date. During this month, the BOP will take the following steps to collect any outstanding payments:

- **Step 1:** The BOP will send a reminder text and/or email to your account.
- **Step 2:** If the amount remains unpaid, we will send an overdue notice and final warning to your email account.
- **Step 3:** If the dues are still not paid, the BOP will write to the School Board and Principal, requesting the withdrawal of your daughter's place at the end of the school year.
- **Step 4:** The BOP may begin debt collection procedures using an external agency.

At any point in this process, families can pay the overdue amount. If you cannot pay, you must contact the BOP to set up a new payment plan that is agreeable to both parties. If a payment plan is not established or the overdue amount remains outstanding, we may proceed with debt collection. Please be aware that all costs associated with debt collection, including fees from the debt collector and any solicitor fees or charges, will be charged to the family's account.

Split Family Payments

For split family payments, the BOP can invoice each parent for 50% of the attendance dues. However, please be aware that both parents have **joint liability** for the entire amount. This means that each parent is legally responsible for the full amount of the attendance dues, regardless of the separate billing arrangement.

Attendance Dues and Student Enrolment

The Education and Training Act 2020, Schedule 6, section 32 states

32. Failure to pay attendance dues

[1] If a parent, or other person who has accepted the responsibility for the education of a child, has entered into an agreement to pay attendance dues and fails to make a payment, the payment is recoverable from the parent or other person in any court of competent jurisdiction as a debt due to the proprietor.

[2] In addition, a failure to make payment constitutes grounds for the principal of the State integrated school to suspend the child from attendance at that school and to remove the child's name from the school register.

[3] However, no child may be suspended and have their name removed from the school register until arrangements have been made to the satisfaction of the Secretary for the child to be enrolled at some other school.

Families must pay all attendance dues by the due date for their daughter to stay enrolled at the school the following year. While the Board of Proprietors doesn't want to remove a child from the school register, they may legally do so as a last resort to enforce the payment of overdue fees.