



ST. AUGUSTINE CATHOLIC PRIMARY SCHOOL

**Tuition Fees - Payment Arrangement Form**  
**Academic Year 2022 - 2023**

In order to meet the operational costs of the school, it is necessary that school fees be paid as outlined in the School Fees Policy which forms part of the payment arrangements. Parents/Guardians of each pupil registered at the school must add their name (sign) and submit this Payment Arrangement Form electronically, within one week of receipt or within the specific date set.

Please indicate the method of payment of tuition fees for your child by ticking the box beside the preferred method of payment.

Name of Pupil: ..... Grade .....

**ANNUAL payment: One payment of \$2 025 for the 2022-2023 school year. This is**  
 2<sup>nd</sup> child \$1 950.00 **payable on or before 2<sup>nd</sup> September 2022.** (For the 2022/2023 school  
 3<sup>rd</sup> child \$1 800.00 year, parents/guardians who opt for this payment method, and who pay  
 4<sup>th</sup> child \$1 650.00 in full by the due date, may enjoy a 2% discount.)

**TERMLY Payments: (\$675 per term).** This should be paid on or before **the end of the first**  
 2<sup>nd</sup> child \$650.00 **week of each school term** in September, January & April). If payment  
 3<sup>rd</sup> child \$600.00 is not made on time, a **late fee of \$5.00 per week** will be charged for  
 4<sup>th</sup> child \$550.00 each week that payment is outstanding.

\* **MONTHLY Payments: (Maximum 9 payments @ approximately \$225 per month depending on applicable fees as per above).** The monthly payment  
**APPLICABLE TO NATIONALS/ RESIDENTS ONLY** should be made on/before the **1<sup>st</sup> working day** of each month (that is, from September 2022 to May 2023). If payment is not made on time, a **late fee of \$5.00 per week** will be charged for each week that payment is outstanding.

Monthly Amount: \_\_\_\_\_ No of Months: \_\_\_\_\_

Beginning Date: **Sept 2022** End Date: **May 2023**

**Failure to make the agreed payments on time may result in the cancellation of this concession and a requirement for the immediate payment of the full balance of the term's tuition fee.**

Payment should be made by direct deposit online or at the Bank of Montserrat Account Number 651 8989.

**\*\* Parents with arrears of school fees which remain outstanding after one (1) month will be required to attend an interview with the School Finance Officer and the Principal. The School Board will be informed of outstanding accounts. Where parents have ignored all reasonable attempts to negotiate a fee payment strategy and further action is required (e.g. legal action), all expenses incurred in recovering these outstanding fees will be the responsibility of the parents/guardians.**

**If school fees are not paid in accordance with the terms agreed herein, or in accordance with any further negotiated payment strategy the School reserves the right to withhold admission or exclude a student from school. Continued non-payment of school fees will ultimately result in a student's place at the School being forfeited. The school also has the right to withhold any information such as school reports, examination/test results, transfer letters/certificates, etc. while fees are unpaid. A student who has been excluded due to non-payment of fees will be deemed withdrawn, without notice, 30 days after exclusion.**

I have read the School Fees Policy and I agree to the terms of the Payment Arrangement for tuition fees as outlined above.

Name .....

Signed ..... Date .....