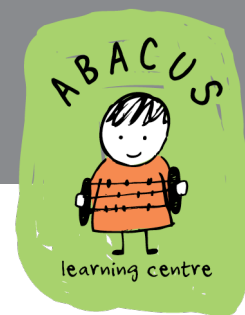


FEES, CHARGES AND PAYMENTS POLICY



INTRODUCTION

Abacus Learning Centre Ltd, ACN 122 901 704, (Abacus) is committed to providing programs individually designed to meet the needs of children with Autism Spectrum Disorder, and Abacus fees reflect the National Disability Insurance Scheme (NDIS) Price Guide accordingly.

PURPOSE

This policy sets out Abacus's position on invoicing of fees and charges and payment terms. It explains when and how payments for service are expected to be received and the process that will take effect when invoices are not paid by the due date.

APPLICATION

This policy applies to all clients receiving services from Abacus Learning Centre.

POLICY DETAIL

Fees and Charges

Abacus sets its service fees and charges in accordance with the NDIS Price Guide. All fees and charges will be reviewed whenever the NDIS Price Guide is updated, usually 1 July each year.

Abacus reserves the right to alter its fees and charges at any time.

Abacus will publish its fee schedule on the Abacus web site, as a guide for current and prospective clients. Abacus fees are GST-exempt.

Abacus provides programs and services tailored to the individual needs of the student. Fees and charges will be quoted based on individual needs following an initial consultation.

Student admission to Abacus is subject to mutual acceptance of a formal Service Agreement. In signing the Service Agreement, the client agrees to abide by the terms of this Fees, Charges and Payments policy.

Invoicing

Abacus will invoice clients fortnightly for the previous two weeks of service.

Prices will be itemised in the invoice. If there are any questions about an invoice or for some reason fees cannot be paid within the time-period, the client is required to contact the Executive Director – Finance & Development to discuss.

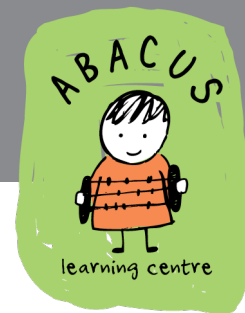
Invoices will be sent to the email specified by the client. If the contact details have changed, the client is required to let Abacus know as soon as possible so that we can update our records. If an invoice is unable to be sent to the intended recipient, other methods will be made to contact the client.

Payments

The payment due date and total amount due are shown on the invoice and payment is due in full within seven days from the date of the invoice.

Payments may be made by bank transfer, in person via credit or debit card, or by cheque. Abacus does not accept cash payments.

FEES, CHARGES AND PAYMENTS POLICY



Late payments

The full amount of the invoice is due within seven days from the date of the invoice. A reminder will be sent if payment has not been received within the seven-day term.

If payment has then not been received in full after ten days from the date of the invoice, and no other arrangements are in place, service will be suspended immediately. The client will be notified of this suspension via email.

Once the outstanding payment/s have been received in full, service will resume within the next fortnight.

Due to a high demand for service, placements suspended for late payment will be held for a maximum of 30 days from the date of suspension. After 30 days a suspended placement is forfeit and will be made available to other prospective or existing clients.

EVALUATION

Approval and Review	
Date of commencement	01/06/2020
Version	1.0
Written by	Executive Director Finance & Development
Approved by	Board of Directors
Date of review	21/05/2020
Due for review	01/12/2022

Review History		
Date	Version	Details
1/12/19	1.0	New policy