

## Purpose

The Board of Trustees of Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the School) has established this policy to clearly set out the School's approach to structuring, changing, and collecting fees at the School.

The Board of Trustees is responsible for the development and approval of the School's Fee Payment Policy (the Policy).

### 1. School Fees

The Board of Trustees will set the Tuition, Boarding and other fees (**School fees**) annually with any fee changes being notified to parent(s)/guardian(s) in advance. Information on the level of School fees can be obtained from the Enrolments Registrar, the Accounts staff or the school's website.

The Board's review of the annual increase of School fees will include (but is not limited to): increases in staffing costs; predicted increases in utilities; interest rates; predicted inflation rates; maintenance requirements; increased technology requirements; government compliance requirements; new capital expenditure; and Government funding, including textbook and resources allowances.

Full Fee-Paying Overseas Students Tuition Fees and Other Expenses:

Payment of fees are charged by semester, there are two semesters per year. School fees are paid in Australian dollars (AUD) with the payment dates listed on the International Students Fee Schedule. No student will be allowed to commence a new term whilst any fees remain unpaid.

### 2. Payment of School Fees

The School's education programs and facilities are funded by School fees and are highly dependent upon accounts being paid on time. Accordingly, parent and guardian support in making payment of School fees a priority is requested and appreciated.

All School fees will be billed to parent accounts once per term unless parents opt to pay upfront for the full year. Parents can opt to pay for the full year by emailing: [accounts@iggs.qld.edu.au](mailto:accounts@iggs.qld.edu.au)

All School fees are due by the first day of each term.

School fees are charged and payable in advance. Other fees and charges, e.g., bus fares and capital levy, are itemised separately on the fee statement for the preceding term/semester in which they are incurred. At the end of Term 4 an invoice for that term's extras/incidentals will be issued.

NOTE: Some charges will attract GST.

Where School fees are not paid by the first day of each term, arrangements for payment are available by contacting [accounts@iggs.qld.edu.au](mailto:accounts@iggs.qld.edu.au), whereby information about Edstart Plus will be provided for parents and guardians seeking alternative payment terms.

*Note: Edstart is a specialist provider that offers tailored funding packages for School fees and allows parents and guardians to extend payment over a longer timeframe. Find out more about Edstart by visiting their website at [www.edstart.com.au](http://www.edstart.com.au).*

### 3. Accounts

Fee statements are issued for each term. There are four (4) terms per year. Receipts will be issued for payment of fee accounts only on request.

### 4. Prompt Payment Discount (previously Early Payment Discount)

A prompt payment discount of \$60 per term per student applies on the Tuition and Boarding fees provided there is no outstanding account balance. The early payment discount date is seven (7) days before the due date.

The Prompt Payment Discount is applicable to Australian Residents only.

### 5. Annual Payment Discount

An Annual Payment Discount of 5% is available if the Tuition and Boarding fees for the year are paid prior to Monday of the first week of the School year.

Accounts will be billed for the full amount, and the discount will be deducted from the account upon receipt of payment.

### 6. Payment Methods

The School accepts the following payment methods to facilitate the prompt payment of fees:

**Parent Lounge:** PayWay payments can be made via credit card (Visa or Mastercard) online through our secure TASS Parent Lounge portal.

**Edstart Plus:** Edstart allows the payment of School fees in weekly, fortnightly, or monthly instalments. The School will absorb the transaction fee so that Edstart Plus is free for families to use. Please note, in providing information about Edstart, the School does not provide any recommendations, brokering or advice services. The School does not receive referral fees or commissions from Edstart.

**BPay:** Payments may be made via the BPay system. All parent accounts are BPay ready. The biller code and reference number are located on the statement of account.

**Credit Card:** The School accepts EFTPOS, American Express, VISA and Mastercard payments. Credit Card payments can be made by visiting reception or by phoning the Finance Department on +61 7 3454 4416.

**Direct Debit:** Westpac PayWay - contact the Accounts Department for an Application Form - there are no fees for this service.

School office hours are Monday to Friday 8:00am - 3.00pm (excluding public holidays).

Accounts Office Telephone: +61 7 3454 4416

E: [accounts@iggs.qld.edu.au](mailto:accounts@iggs.qld.edu.au)

### 7. Late Payment Fee

Where any School fee account is not paid by the due date, a late payment administration fee of \$120 per term will be charged.

A Late Payment Fee will not be applied where a payment arrangement has already been entered into with EdStart Plus.

## FEE PAYMENT POLICY

---

### 8. Credit Card Surcharge

Payment by AMEX, Visa or MasterCard will attract a surcharge. The percentage surcharge applied will not be more than the costs incurred by the School for receiving credit card payments. The percentage surcharge will be reviewed annually and disclosed on the Fee Schedule each year.

### 9. Sibling Discount

In recognition of a family's commitment to providing a Grammar School education for their children and subject to the conditions set out at the end of this clause, the following discounts are offered (on Tuition fees only):

Second Child	5%
Third and subsequent children	10%

Additionally, a 3.5% discount will apply to the eldest child of each family who has a sibling attending the Ipswich Grammar School (IGS).

- Please advise the School in advance to ensure the discount is applied.

**NOTE:** IGS also pays a corresponding discount for students concurrently enrolled at IGGS/IJGS.

It is the individual family's responsibility to check with IGS to establish what additional savings they are eligible for on their son's IGS fees.

All Sibling discounts provided for by this clause are conditional upon all relevant School fees being paid by their due date. No discount will be allowed or applied to any Tuition fees paid after their due date. No discount will be applied retrospectively.

### 10. Capital Levy (non-tax deductible)

A compulsory capital levy of \$135 per family per term is included on each term's School fees account. This levy will directly support the capital works program of the School.

### 11. Building Fund Donations (tax deductible)

Voluntary Building Fund donations are tax deductible where compliant with section 78(1) of the *Income Tax Assessment Act (1936)*. A building fund donation of \$2 or more can be made to the School. A contribution of \$50 or more enables voting rights in a single cycle of the Board of Trustees reconstitution.

It is only through generous parent/guardian donations that quality learning environments can be enhanced for improved educational outcomes for students.

### 12. Library Fund (tax deductible)

The School also offers other opportunities for parents/guardians to contribute towards the Library Fund. All donations greater than \$2.00 are tax deductible.

### 13. Action on Overdue Accounts (including Cancellation of Enrolment and Fee Collection)

Payment of all School fees by the due date is a condition of continued attendance at the School and the provision of education services. Failure to pay the School fees as and when due may lead to the withdrawal of education services and the suspension and/or termination of the student's enrolment.

The continued provision of education services for any period during which any relevant School fees remain outstanding will not be a waiver of the rights that are otherwise given to the School under this policy.

The School reserves the right to cancel an Enrolment if the School cannot make contact with the individuals who are party to the Enrolment Agreement.

Scholarship and Bursary discounts will also be affected by non-payment of fees by the due date, by reversing the discount unless alternative arrangements have been made and notified to the School.

The School also reserves the right to withhold student report cards and/or statements of reference if accounts for School fees or other charges remain overdue at the end of the term/semester.

Appropriate recovery action will commence immediately after the due date for the payment of any School fees or other charges has passed and there is default in the payment of any overdue accounts or agreed payment arrangements. This process may include forwarding any outstanding School fees and charges to an external agent.

#### **14. External Agent - Debt Collection**

Where an account has been forwarded to an external agent, the total balance of the account plus any additional incidental fees or commissions incurred by this process will be added to the parent's account for full payment.

#### **15. Change in Relationship between Parent(s)/Guardian(s)**

The individuals who are party to an Enrolment Agreement with the School accepting financial responsibility are jointly and severally liable for the student's School Fees and any other costs associated with the student's enrolment at the School. This means that each individual who signs the Enrolment Agreement accepting financial responsibility is personally liable for the full amount owed to the School.

Where more than one individual signs the Enrolment Agreement accepting financial responsibility (for example, where both parents sign) the School may at its absolute discretion elect to pursue any signatory for the full amount owed. Where the School is provided with a Court Order which provides for an alternate arrangement (as between the parents) for payment of the student's School fees and any other costs associated with the student's enrolment at the School, the School may act on the Court Order at its absolute discretion, to the extent permitted by law and will act in accordance with the Court Order as required by law.

Parent(s)/guardian(s) must inform the school if there is a change in their relationship with each other subsequent to signing the School enrolment application form (e.g., divorce or separation). Under these circumstances, the School may require a new enrolment form or an updated parent responsibility form to be completed by the person(s) assuming the obligation of paying the School fees.

#### **16. Withdrawal of Student**

One term's notice period, by completing the online withdrawal [form](#), is required if a student is to be withdrawn from the School or changes status from a Boarder to a Day student. If such notice is not given, a term's Tuition fees will be charged in lieu of notice and is payable immediately.

Notice by the last day of Term 3, by completing the online withdrawal [form](#), is required if a student is to be withdrawn from the School at the end of the year. If such notice is not given, but is given prior to the end of the year, being 31 December, one half-term of fees will be charged in lieu of notice and is payable immediately.

## FEE PAYMENT POLICY

---

When withdrawal notice is received after 1 January for students not returning, one (1) full term's Tuition fees will be payable immediately.

- 17. Board of Trustees Waiver:** The Board of Trustees will only consider an application to waive the above period of notice where extenuating circumstances apply.

Any request for waiver of fees is to be made in writing addressed to the School Principal stating the reasons for the request. Each request received will be tabled and considered at the next scheduled meeting of the Finance Committee for consideration and approval by the Board of Trustees.

The Board of Trustees' decision will be notified to the parent(s)/guardian(s) in writing and this decision is final.

**18. Student Suspension/Expulsion**

If a student of the School is excluded from the school, either permanently or for a period of time, no rebate of School fees is to be allowed. Any relevant expenses incurred, must be borne by the parent(s)/guardian(s).