

## 2019 FEE PAYMENT POLICY

### School Fees

School fees are set by the Board of Trustees annually with any changes being notified to parent(s)/guardian(s) in advance. Information on the level of school fees can be obtained from the Enrolments Registrar or the Accounts staff.

*(Withdrawal - see page 3 for dates of Notice of Withdrawal).*

### Accounts

Fee statements are issued for all Year levels each term. There are four (4) terms per year. Tuition and boarding fees are charged and payable in advance. Other charges, e.g bus fares, are listed separately on the fee statement for the preceding term/semester in which they were incurred. At the end of Term 4 an invoice for that terms extras/incidentals will issue. NOTE: Some charges will attract GST.

### Payment of Fees

All fees are due by the first day of term.

Where fees are not paid by due date, payments arrangements are available, however such payments can only be by direct bank debit authority. No other payment arrangements are acceptable.

### Early Payment Discount

An early payment discount of \$60 applies on Tuition Fees and Boarding Fees provided there is no outstanding account balance. Early payment discount date is seven (7) days before due date (refer fees notice).

### Late Payment Fee

Where accounts are not paid by the due date, a late payment administration fee of \$120 per term will be charged. Allowance should be made for external agencies' processing time i.e. BPay payments (these can take up to three (3) business days).

### Sibling Discounts

In recognition of your family's commitment to providing a Grammar School education for all of your children the following discount (on tuition fees only) are offered:

- If you have a second child enrolled concurrently at the School, you are eligible for a 5% discount on the second child's tuition fees, credited to your account each term.
- For your third and subsequent children concurrently enrolled at the School, you are eligible for a 10% discount on each subsequent child's tuition fees, credited to your account each term.
- If you are also paying fees for sons enrolled concurrently at Ipswich Grammar School (IGS), the School will allow a further 3.5% discount. You will need to advise us in advance to ensure the discount applies.

**NOTE:** IGS also pays a corresponding Brother - Sister Discount for boys and girls concurrently enrolled at IGGS/IJGS.

Please check with IGS to establish what additional savings you are eligible for on your son's IGS fees.

Sibling discounts are conditional upon all fees being paid by their due date. No discount will be applied to any fees paid after their due date.

### Voluntary Building Fund Donations

Voluntary Building Fund donations are tax deductible where compliant with section 78(1) of the *Income Tax Assessment Act (1936)*. A voluntary building fund contribution of \$200 is included on each term's fees account. These contributions are tax deductible and all families are encouraged to participate.

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### Payment Methods

The School accepts payment via cash (only in person to the Business Services Office located in the Peter Phillips Senior School Building), cheque, Visa and Mastercard. Credit card commission charges for all payments to the School will be charged back to the card holder. Payments can be made in person, by telephone (credit card only), by mail.

Payments can also be made via:

- Parent Lounge (credit card only - no credit card surcharge applies)
- Direct Debit - Westpac Payway - contact the Accounts Department for an Application Form - there are no fees for this service
- Edstart (see note below).

School office hours are: Monday to Friday 8:00am - 4:00pm (excluding public holidays).

Accounts Office Telephone: +61 7 3454 4416

### EDSTART

Edstart allows parents to spread out the school fee costs, either over 12 months or up to five (5) years after graduation, lowering your monthly repayments. You can find out more about Edstart by visiting their website at [www.edstart.com.au](http://www.edstart.com.au)

### Action on Overdue Accounts

The Board of Trustees has determined that the School will not educate students whose fees are unpaid, except where requests for instalment payment arrangements (see below) have been made in writing and accepted by the School.

Payment of all fees by the due date is a condition of continued attendance at the School and the provision of education services. Failure to pay fees as and when due may lead to the withdrawal of education services and the removal of the student from the School.

The continued provision of education services for any period during which fees remain outstanding is not a waiver of this term by the School.

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

Appropriate recovery action will commence immediately after the due date for fees has passed. Any additional costs incurred by the School to recover overdue fees will be added to the balance of the account in default.

### Arrangements for Instalment Payments - weekly/fortnightly/monthly

In special circumstances the School will consider written requests from parents who cannot meet the due date being the 1st day of each term. Each request will be treated on its merits.

The School expects that any arrangements entered into for the payment of fees will result in the fees being fully paid by the final day of Term 4 of each School year.

It is required that any approved alternative instalment payment arrangements will be by direct bank debit authority (Westpac Payway) and will be strictly adhered to. These arrangements will be withdrawn immediately upon any default in the terms agreed and recovery action on the outstanding debt will commence. Any additional costs incurred by the School to recover overdue fees and interest will be added to the balance of the account in default.

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### Change in Relationship between Parent(s)/Guardian(s)

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

### NOTICE OF WITHDRAWAL

The School commits resources on the basis of confirmed enrolments. Once a student has been enrolled in the School, it is essential that parents/guardians provide **one full term's notice** if they are intending to withdraw a student from the school. If a parent/guardian is intending to withdraw a student, then a full term's notice must be sent in writing to the Principal & CEO. Failure to do so will result in a full term's tuition fees being charged in lieu of this notice.

*Notice of withdrawal of a student at the end of each current term, timing:*

- end of Term 1 2019 will need to be received by 29 January 2019;
- end of Term 2 by 23 April 2019; and
- end of Term 3 by 15 July 2019,

*to avoid being charged for the next term's tuition fees.*

For students not returning in 2020 - Term 4 Withdrawal:

- *written notice of withdrawal is required by 31 October 2019 otherwise one half-term's fees will be payable for 2020 up to 31 December 2019.*
- **WHEN NOTICE IS GIVEN AFTER 1 JANUARY 2020 FOR STUDENTS NOT RETURNING, ONE (1) FULL TERM'S TUITION FEES WILL BE PAYABLE.**

The Board of Trustees will only consider an application to waive the period of notice where extenuating circumstances apply.

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

The Board's decision will be notified to the parent(s)/guardian(s) in writing.

### 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 fees is made. Any expenses incurred, must be borne by the Parents.