

Tuition Fee Collection Policy



Hills
Grammar





Tuition Fee Collection Policy

Application Fee

A fee is payable when an Application for Enrolment is lodged. This fee is non-refundable and non-transferrable and does not guarantee entry into the School. It places the child on a waitlist. This fee is regarded as a taxable supply for GST purposes.

Enrolment Fee

A non-refundable and non-transferrable enrolment fee is payable for all students upon acceptance of the School's Offer of Enrolment and is GST free.

When accepting an offer of enrolment into Year 11, families will pay a pro-rata non-refundable enrolment fee.

When enrolled at ECEC, to confirm an offer of enrolment for Kindergarten, families must pay in advance one term's fees towards their child's Term 1 Kindergarten fees.

In the event a parent/carer(s) withdraws an Acceptance of Offer after the payment of the non-refundable Enrolment Fee it is not charged a second time should there be an application or re-acceptance.

International Full Fee-Paying Students are required to pay an additional enrolment deposit, which will be refunded or offset against any outstanding fees when the student leaves the School.

Annual Tuition Fee

Tuition Fees and compulsory activity levies for K-12 are notified annually in advance. For resident families, Tuition Fees can be paid annually in advance, termly in advance or in ten monthly instalments. For families of International Full Tuition Fee Paying Students, fees may be paid annually or termly in advance.

Payment discounts are available for the annual payment option.

Tuition fees for the ECEC are notified annually in the relevant Fee Schedule and are payable fortnightly, invoiced four weeks in advance.

Payment of fees

All fees must be paid by Direct Debit through the School's chosen banking system. Surcharging fees may apply. The Direct Debit schedule is outlined in the relevant Fee Schedule updated annually.

The Direct Debit authorisation frequency will automatically continue until the family chooses an alternate payment frequency, the student graduates or the family withdraws from the School.

The relevant annual Fee Schedule outlines when balancing payments will be made to collect any final outstanding fees owed to the family account.

If a Direct Debit payment fails due to insufficient funds or any other reason, the School reserves the right to attempt the payment again on the next business day. Any failed Direct Debit payment will result in a \$10 charge to the family's fees account to cover bank charges and administration fees.

Any families not utilising the compulsory Direct Debit through the School's chosen banking system are required to pay the Term's fees by the second Friday of Term. The due dates are documented on the Fee Schedule. A \$20 monthly administration fee will be charged.

Tuition Fee Discounts (Years K to 12)

- **Annual Payment Discount** – A discount of 2.5% of the Net Annual Tuition Fee is applicable if the full amount is paid on or before 31 January.
- **Sibling Discounts** apply when three or more siblings are *concurrently enrolled* -
 - A 20% reduction in annual tuition fees applies to the third sibling.
 - A 30% reduction in annual tuition fees applies for the 4th and subsequent siblings.

Compulsory Activity Levy (Years K to 12)

The compulsory activity levy is payable in full for all students. It is an annual charge and covers the cost of the School's core programs and activities.

It does not cover uniform, textbooks, elective co-curricular activities run by paid consultants or BYO Device for Senior School.

The levy is non-refundable and credits will not be issued arising from failure to participate in core programs, illness or cessation of enrolment.

By consolidating these core activities into one charge parents/carer(s) have greater certainty as to the annual costs of a student's education.

Elective Co-Curricular

Elective co-curricular activities are offered in addition to the compulsory core programs outlined above. Parents/carers are able to approve a student's participation in, and the associated cost of, such activities during the course of the year.

Elective co-curricular activities include, but are not limited to, specialist musical tuition, instrument hire, optional trips, optional sports activities, etc.

Charges for elective co-curricular and co-curricular activities that are run by paid consultants are invoiced as soon as relevant costs can be reliably ascertained and are due by the 28th day of the month after which they are invoiced. The due date for payment will appear on the invoice/statement.

Voluntary Building Fund and Scholarship Fund Donations (Fully Tax Deductible)

All parents/carers are encouraged to support the School's Vision and Mission by making voluntary, fully tax-deductible donations to the Hills Grammar Building Fund and/or the Hills Grammar Scholarship Fund.

An investment in the Building Fund will assist with the development and maintenance of our facilities and provides opportunities for current and future generations.

A gift to the Scholarship Fund is aimed at providing more students with the opportunity of an extraordinary Hills Grammar education.

The voluntary donation payment methods are shown on the annual notification of fees and monthly statement and will help foster each student's potential for greatness.

Notice of Withdrawal

Kindergarten to Year 12

One term's notice of withdrawal of a student from the School must be given in writing to the Enrolments Office. In default of such notice, a late notice payment, equivalent to a full term's fees will be payable to the School.

Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee are calculated to the end of the applicable academic term, disregarding discounts and if appropriate a credit is issued to the family.

If a student is withdrawn, any balance due to the School for that student must be paid in full on or before the student's final day of attendance.

Notice period example

- if a student is withdrawn and will not be attending School in Term 1 the following year, parents/carers must provide written notice before Term 4 commences
- if a student withdraws from attending Term 3, parents/carers must provide written notice before Term 2 commences.

ECEC

Withdrawal of a student prior to 31 October each year requires four weeks written notice to the Enrolments Office. In default of such notice, an equivalent of four weeks fees are charged to the family account.

Withdrawal of a student between 1 November and 31 December requires eight weeks written notice to the Enrolments Office. In default of such notice, an equivalent of eight weeks fees are charged to the family account.

Upon withdrawal, any balance due to ECEC must be paid in full on or before the student's final day of attendance.

Non-Payment of Fees

The School expects that parents will pay all tuition fees on or before the due date. For families paying by Direct Debit, that is in accordance with their elected payment schedule. This allows families to spread their payments over the year. For families who pay manually or miss Direct Debit payments, the due date is the second Friday of each Term. These dates are noted on the Annual Fee Schedule.

Hills Grammar is not a credit provider (*National Consumer Credit Protection Act 2009*) and as such, does not allow debt to be deferred. As a result, the School is unable to offer payment plans, however, can refer families to credit providers who may be able to assist.

The School expects that parents will pay all tuition fees on or before the due date. Families with an overdue balance are sent a reminder email 14 days after the due date requesting payment within 7 days.

Where payment in full is not received, a Director of Business Service's reminder letter is issued requesting a response within 48 hours and payment within 7 days.

Where fees and charges continue to be overdue for more than another 7 days, a Principal's final notice letter will be issued. Unless full payment is made by the due date on the letter, a student's enrolment will be withdrawn from the beginning of the following school term. In the meantime a student may not be permitted to participate in optional School events (such as elective co-curricular).

All late payments or unsuccessful Direct Debits attract a non-refundable late payment management charge of \$20 per month. The overdue debt is referred to the School's debt collection agency with instructions to commence legal proceedings for recovery of the overdue debt at the appropriate time.

- An agency fee will be payable as part of the outstanding debt.
- All legal expenses and costs associated with the collection of the outstanding debt incurred by the School are charged to the family.

Family Breakdown

Where a family breakdown unfortunately occurs, both Parent/Carer(s) remain jointly and severally liable to pay all School Tuition Fees except in the most exceptional of circumstances.

As per the conditions of enrolment outlined in the Acceptance of Offer of Enrolment form, signed by both parents at the commencement of their child's enrolment, Parents/Carer(s) are required to *advise the School immediately of any change to family or financial circumstances that may impact on their capacity to pay tuition fees*, including providing copies of any Court documents they consider relevant to any ongoing obligations they have to the School.

Debt Referral

In the instances where the outstanding amount is not recovered within the communication methods mentioned above, the School will –

- refer the matter to debt collection, with the instructions to commence legal proceedings for recovery of the overdue debt.
- charge all legal expenses and costs associated with the collection of the outstanding debt, as it arises, to the family.

Please contact the Finance Department on 9654 5179 or email hq.accounts@hillsgrammar.nsw.edu.au for more information.

Related Policies

- Enrolment Policy and Procedures
- Resident Fee Schedule | K – 12
- International Fee Schedule | K – 12
- ECEC Fee Schedule
- Acceptance of Offer of Enrolment form