



## 2017 Tuition Fees and Collection Policy Non-Resident Students K-12

Application Fee:	Non-refundable	\$385 (including GST)
Enrolment Fee:	Non-refundable	\$1,750 (GST free)
Enrolment Deposit:	Refundable	\$6,000

### Tuition Fees (GST Free)

Kindergarten to Year 2	\$22,580 per year
Years 3 to 6	\$24,130 per year
Years 7 to 8	\$32,380 per year
Years 9 to 10	\$33,520 per year
Years 11 to 12	\$34,930 per year

### Compulsory Activity Levy

Annual Charge Kindergarten to Year 2	\$570 (including \$8 GST)
Annual Charge Years 3 to 6	\$820 (including \$12 GST)
Annual Charge Years 7 - 12	\$960 (including \$12 GST)

This levy is an annual charge and covers the cost of the School's core programs (academic, wellbeing and co-curricular activities run by staff). Please note that it does not cover uniform, textbooks and co-curricular activities run by paid consultants. It is payable in full for all students. This 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/carers have greater certainty as to the annual costs of a student's education.

In addition to core programs, elective co-curricular activities will be offered and parents/carers will be able to approve a student's participation 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 run by paid consultants will be invoiced as soon as relevant costs can be reliably ascertained and will be due by the 28th day of the month after which they are invoiced. The due date for payment will appear on the invoice.

### Voluntary Building Fund Donations (Fully Tax Deductible)

All parents/carers are encouraged to support the School's refurbishment and building projects by donating to a voluntary Building Fund (fully tax deductible). The suggested Building Fund donation of \$750 per annum (GST free) allows the School to maintain our first class facilities. This voluntary donation will be shown on the annual tax invoice.

## Schedule of Fees

Annual Tuition Fees & Levies – Non Resident Students				
	Annual Tuition Fees	Compulsory Activity Levies	Net Annual Tuition Fees and Levies After Payment Discount	
			Option A Single Annual Payment*	Option B Four Quarterly Instalments*
Kindergarten to Year 2	\$22,580	\$570 (incl. \$8 GST)	\$22,698	\$22,924
Years 3 to 6	\$24,130	\$820 (incl. \$12 GST)	\$24,467	\$24,709
Years 7 to 8	\$32,380	\$960 (incl. \$12 GST)	\$32,692	\$33,016
Years 9 to 10	\$33,520	\$960 (incl. \$12 GST)	\$33,810	\$34,145
Years 11 to 12	\$34,930	\$960 (incl. \$12 GST)	\$35,191	\$35,541

\*Please note that rounding may occur during payment.

Tuition fees and compulsory activity levies have increased by approximately 3.3% in 2017.

While it is expected that there will be no change to the Fees and Levies Schedule during the course of an academic year, the School Council reserves the right to change the Schedule in the event of exceptional circumstances.

## Tuition Discount Schedule

All sibling discounts, scholarships and bursaries will be calculated as a percentage of the annual tuition fees.

### Sibling Discounts

3rd sibling 20% reduction in annual tuition fees

4th and subsequent sibling 30% reduction in annual tuition fees

Sibling discounts apply when three or more siblings are enrolled at the same time.

## Invoicing of Fees, Levies and Charges

1. Invoices for annual tuition fee and compulsory activity levy will be issued on **12 January 2017**.
2. Statements will be issued each month to those families that have a transaction in that month and/or an outstanding balance at month end. All invoices and statements will be issued electronically by email to parents'/carers' preferred email addresses.
3. The tuition fee and activity levy invoices issued to families will disclose the amount of the payment required for each of the following two options available to families.  
  
If you are unclear on the amount to be paid under your preferred option, please do not hesitate to contact the Accounts Departments on 9654 5179 or email [accounts@hillsgrammar.nsw.edu.au](mailto:accounts@hillsgrammar.nsw.edu.au).
4. Please note that amounts invoiced for optional activities and incidental charges are not covered by the following fee payment options. These invoices will be due and payable by 28th day of the month after which they were invoiced. The due date will appear on the invoice.

## Fee Payment Options

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### Method of Payment

1. Payments by American Express will incur a surcharge of 2.145%. Payments by MasterCard and Visa will incur a surcharge of 0.8%. Please note this surcharge applies for both debit and credit cards. No surcharge will be applicable to Building Fund donations. No other credit/charge/debit cards are accepted.
2. An administrative charge of \$50 may apply to each cheque, credit card or direct debit payment which fails due to insufficient funds, exceeding credit limit or expired card.
3. Parents/carers may select to pay the annual tuition fees and activity levy by one of the following options from **12 January 2017**. These options are not available outside specified timeframes.

### Option A – One Annual Payment

1. Tuition fees and activity levies can be paid by one annual payment from **12 January 2017 to 6 February 2017**.
2. Parents/carers who accept this option and make payment on or before the due date will receive a credit to their account of 2.0% of the Net Annual Tuition Fees. This discount will be credited to the family account. If the payment is not received by the due date the discount will not be recognised.
3. The Net Annual Tuition Fees are calculated as the Annual Tuition Fee less any discounts, concessions, scholarships or bursaries provided to the family. The annual payment discount will not be applied to the activity levy, optional activities or other incidental billing.
4. Payment can be made by way of cheque, BPay, MasterCard, Visa, American Express and electronic funds transfer. No other credit/charge/debit cards are accepted. Online credit card payments are accepted via the School's secure website at [hillsgrammar.nsw.edu.au](http://hillsgrammar.nsw.edu.au). When paying via electronic funds transfer from overseas, please ensure the School receives the specified amount clear of any bank charges or commissions.
5. Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated to the end of the applicable academic term, disregarding the said discount, and if appropriate a credit will be issued to the family.

### Option B – Four Quarterly Instalments

1. Tuition fees and activity levies can be paid by four equal instalments:
  - First instalment between **12 January and 28 January 2017**
  - Second instalment on or before **28 April 2017**
  - Third instalment on or before **28 July 2017**
  - Fourth and final instalment on or before **28 October 2017**
2. Parents/carers who accept this option and make all quarterly payments on or before the due dates will receive a credit to their account of 1.0% of the Net Annual Tuition Fees. This discount will be recognised in the family account by way of a 0.25% credit for each quarterly instalment paid by the due date. If an instalment is not received by the due date the discount will not be recognised.
3. The Net Annual Tuition Fees are calculated as the Annual Tuition Fee less any discounts, concessions, scholarships or bursaries provided to the family. The quarterly payment discount will not be applied to the activity levy, optional activities or other incidental billing.
4. Payment can be made by way of cheque, BPay, MasterCard, Visa, American Express and electronic funds transfer. No other credit/charge/debit cards are accepted. Online credit card payments are accepted via the School's secure website at [hillsgrammar.nsw.edu.au](http://hillsgrammar.nsw.edu.au). When paying via electronic funds transfer from overseas, please ensure the School receives the specified amount clear of any bank charges or commissions.
5. Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated to the end of the applicable academic term, disregarding the said discount, and if appropriate a credit note will be issued to the family.
6. We recommend that families establish direct debit arrangements for payment of the four instalments through the School's secure online payment portal. The direct debit arrangements will accept MasterCard, Visa, American Express or Direct Debit Electronic Funds Transfer.
7. Parents/carers who have setup direct debit arrangements for 2016 will need to set it up again for 2017. This is because a direct debit arrangement will not automatically rollover into the following year.

## Non-payment of Fees

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1. A reminder email to families with an overdue balance will be sent by the Business Manager 14 days after the due date requesting payment within 7 days.
2. Where payment in full is not received, a Principal's reminder letter will be issued requesting for a response within 48 hours and payment within 7 days.
3. Where fees and charges continue to be overdue for more than 28 days:
  - a. The School reserves the right to apply any refundable deposits held on behalf of the student to the family account in reduction of the overdue balance.
  - b. A Principal's stand down letter will be issued and unless full payment is made within 7 days, a student's enrolment may be discontinued from the beginning of the following school term and in the meantime a student may not be permitted to participate in optional School events (such as elective co-curricular options).
  - c. The overdue debt will be referred to the School's debt collection agency with instructions to commence legal proceedings for recovery of the overdue debt at the appropriate time.
4. Late payment administrative fee of 1.0% per month will be charged on overdue balances and invoiced on the family account.
5. Where an overdue debt is referred to the School's debt collection agency, an agency fee of 11% of the balance referred will be charged to the family account. All legal expenses and costs associated with the collection of the overdue debt incurred by the School will be charged to the family account.
6. The National Consumer Credit Protection Act 2009 applies where a supplier allows a debt to be deferred. The School is not a credit provider under the Act and settlement of accounts must be made in accordance with the terms of payment. The School is no longer in a position to offer payment plans. Parents/carers who require financial assistance for the payment of School accounts should contact their own bank or credit provider. Although the School is unable to provide any financial advice or make any recommendations, the School is able to refer parents/carers to credit providers who may be able to assist. Please contact our Accounts Department at 9654 5179 or email [accounts@hillsgrammar.nsw.edu.au](mailto:accounts@hillsgrammar.nsw.edu.au) for more information.

## Notice of Withdrawal

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

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.

As an example, if a student is being withdrawn and will not be attending School in Term 1 the following year, parents/carers must provide written notice before Term 4 commences.

Similarly, if a student withdraws from attending Term 3, parents/carers must provide written notice before Term 2 commences.

## Acceptance of Enrolment Offer Form

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Parents/carers are encouraged to review the signed form at the beginning of each year in order to be familiar with terms and conditions of enrolment. Please contact the Enrolment Office on 9654 2111 if you require a copy.