



## 2018 Tuition Fees and Collection Policy Early Childhood Education Centre

### Schedule of Fees

<b>Tuition Fee:</b>	Daily	\$119.50 (GST free)
<b>Application Fee:</b>	1st child, non-refundable	\$242 (including GST)
	Any consecutive child, non-refundable	\$193 (including GST)
<b>Enrolment Fee:</b>	Non-refundable	\$1,750 (GST free)

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

### 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.

### Invoice and Statements

1. Tuition fees are billed fortnightly and are invoiced four weeks in advance. Invoices will be issued by email only. Invoices will be issued seven days before the due date for payment.
2. Tuition fee invoices are issued by HubWorks on behalf of the Centre. Hubworks uses the following email address to communicate with parents/carers: [communications@hubworks.com.au](mailto:communications@hubworks.com.au). HubWorks is an accredited web-based child care management system (CCMS) that manages the electronic reporting of child attendances and enrolments to the Government.
3. Fees are payable in advance for every day of your child's enrolment, including sick days and family holidays. This excludes public holidays and the days when the Centre is officially closed.
4. The Child Care Benefit (CCB) and Child Care Rebate (CCR) are available to all parents/carers who are Australian Residents. Parents/carers must contact the Family Assistance Office to register for the CCB and CCR. Invoices will recognise an estimate of any CCB and CCR that is to be paid to the School in reduction of the tuition fees.
5. Parents/carers with additional children enrolled in Kindergarten to Year 12 should note that in order to comply with government regulations the attendance and invoicing information for the Centre is maintained on a separate accounting system from the rest of the School. As a result, the Centre transactions will be invoiced separately and these transactions will not appear on invoices and statements issued by the School that relate to students enrolled in Kindergarten to Year 12.

### Incidental Billing

The tuition fee does not include incursions, excursions and some other activities. Parents/carers will be requested to provide their written consent to these additional items prior to them being charged. Charges arising from such additional activities are generally billed in the fortnight when they are incurred.

Parents/carers who arrive at the Centre after 6:00pm to receive their children will incur a late fee of \$15 for every 10 minutes or part thereof. Parents/carers will be asked to sign a late form and the fee will be billed on the next invoice.

## Payment Options

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1. The School accepts the following methods of payment: BPAY, MasterCard, Visa and American Express. Online payments are accepted via the School's secure website at [hillsgrammar.nsw.edu.au](https://hillsgrammar.nsw.edu.au).
2. A convenient way to pay fees is to register for Direct Debit using your credit card or bank account. This method of payment settles the amount indicated as Total Due in each fortnight's tax invoice. Direct Debit can be setup by using the following link [bit.ly/2hBKuZw](https://bit.ly/2hBKuZw)  
Kindly note that the Customer Name in the registration form is your Family Code which can be found at the top right hand corner of the fortnightly tax invoice.
3. Payments by American Express will incur a surcharge of 2.145% and by MasterCard and Visa a surcharge of 0.8%. All recurring bank account direct debit setup via the School's Pay Fees Online and PayWay will attract a surcharge of \$0.38 per transaction. No surcharge will be applicable to Building Fund donations. No other credit/charge/debit card are accepted.
4. 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.
5. No surcharge will be applied to Building Fund donations.
6. If there are any matters you wish to discuss please do not hesitate to contact the Accounts Department on 9654 5179 or email [accounts@hillsgrammar.nsw.edu.au](mailto:accounts@hillsgrammar.nsw.edu.au).

## Non-payment of Fees

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1. An email reminder will be sent to parents/carers by the Accounts Department usually within 48 hours of the due date requiring the immediate payment in full of the account.
2. Where payment in full is not received within five days of the due date the child will be stood down from the Centre and the place offered to the next family on the waiting list. In this event, any application to rejoin the Centre will be via the waiting list.
3. Once a child is stood down the overdue account will be referred to the School's debt collection agency without further notice.
4. Late payment administrative fee of 1.0% per month will be charged on overdue balances.
5. An agency fee of 11% of the balance referred will be immediately charged to the family. All legal expenses and costs associated with the collection of the outstanding debt incurred by the School will be charged to the family.
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 fees and charges 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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1. Four weeks written notice of withdrawal of a student from the Centre must be given to the Principal.
2. In default of such notice, liquidated damages equivalent to four weeks fees will be charged to the family account. Any balance due to the Centre for that student must be paid in full on or before the student's final day of attendance.
3. If your child is progressing into Kindergarten the following year, withdrawing your child from the Centre will also result in termination of enrolment into Kindergarten.

## 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.