

FEE PAYMENT POLICY

1. School Fees

The Board of Trustees set school fees 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, the Accounts staff or the school's website.
(Withdrawal - see page 3 for dates of Notice of Withdrawal).

2. 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 and capital levy, 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 term's extras/incidentals will issue. NOTE: Some charges will attract GST.

3. Payment of Fees

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

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

4. Early Payment Discount

An early payment discount of \$60 per term 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).

5. Sibling Discounts

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

- 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 IGGG/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.

6. Capital Levy

A compulsory capital levy of \$75 per family per term is included on each term's fees account. This levy will directly support the capital works program of the School.

7. 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 building fund donation of \$50 or more can be made to the School. This contribution to the building fund enables voting rights in a single cycle of the Board of Trustees reconstitution.

Payment Methods

The School accepts payment via cash (only in person to the Finance Office located in the Ipswich Girls' Grammar School Administration Building, Visa and Mastercard. Credit card surcharges for all payments to the School will be charged back to the card holder. Payments can be made in person and by telephone (credit card only).

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.

School office hours are: Monday to Friday 8:00am - 3.30pm (excluding public holidays).

Accounts Office Telephone: +61 7 3454 4416

Payment Arrangements (domestic students only) Telephone: (07) 3454 4416

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

The Board of Trustees has determined the threshold for non-payment of fees will be one (1) term; that the School will not educate students whose fees are unpaid/overdue for one (1) term, 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 reserves the right to cancel an Enrolment if the School can not make contact with you and/or you default in your payment agreement with the School.

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 remain overdue at the end of the term/semester.

Appropriate recovery action will commence immediately after the due date for fees has passed on all overdue accounts or payment arrangements in default. This process may include forwarding any outstanding fees to an external agent. Any additional costs incurred by the School to recover overdue fees will be added to the balance of the account in default.

9. 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 incurred by this process i.e. Minor Debt Claim Filing fee will be added to the parent account for full payment.

10. 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 end of each current term or, by final day of Term 4 of each school year, if an extension has been requested to pay the fees over a 44 week period without default.

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.

11. 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 or an updated parent responsibility form to be completed by the person(s) assuming the obligation of paying the school fees.

12. Withdrawal of Student

The following information provides the dates for withdrawal of students, to avoid ensuing terms fees for late or insufficient notice:

NOTICE of Withdrawal (Domestic & international students)

The School commits resources based on 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. Failure to do so will result in a full term's tuition fees being charged in lieu of this notice.

Where a student is withdrawing at the end of each current term, written withdrawal is required at the beginning of that term to avoid being charged for the next term's tuition fees. The required dates are as follows:

- *Withdrawal at the end of Term 1 2024 will need to be received by 22 January 2024.*
- *Withdrawal at the end of Term 2 2024 - by 15 April 2024; and*
- *Withdrawal at the end of Term 3 2024 - by 9 July 2024,*

For all students not returning in 2025 - Term 4 Withdrawal:

- *written notice of withdrawal is required by 31 October 2024 otherwise one half-term's fees will be payable for 2025, 1 November 2024 up to 31 December 2024.*
- **when WITHDRAWAL notice is RECEIVED after 1 January 2025 for students not returning, one (1) full term's tuition fees will be payable.**

13. Board of Trustees Waiver: 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 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.

14. 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 parent(s)/guardian(s).