



FEES AND PAYMENTS POLICY

1. Introduction

Hillbrook Anglican School aims to keep school fees affordable for as many families as possible while at the same time improving the quality of education we can offer to our students.

2. School Fees

School fee accounts are raised each term and normally issued within the first two weeks of the term. Due dates for payment are usually two weeks following the date of issue. The School Leadership Team may however vary these timelines at its discretion. It is a breach of the Enrolment Agreement if fees are not paid by due dates. However, no breach occurs if a direct debit instalment plan is in place or an agreed alternative payment plan is being followed.

3. Annual Schedule of Fees

The School Board reviews fees annually at the end of each year for the next calendar year. Please refer to the annual Schedule of Fees for details of current tuition fees, levies, co-curricular music, and other charges.

4. Requirement for Parents to Give Notice if a Student is Withdrawn from the School

The School's *Enrolment Policy* requires a term's notice if a student is withdrawn from the School. If a term's notice is not given, payment of one term's fees is required in addition to the fees of the current term. Please refer to the *Requirement for Parents to Give Notice if a Student is Withdrawn from the School Policy* for more information.

5. Students requesting One Term or More than One Term Absence from School or Deferment to Commencement Date.

From time to time the School is asked to grant a student leave of absence. The student's place at the School can be held for their return. Please refer to the policy, *Payment of School Fees for Student Absences*, for information about the tuition fees payable during a period of absence and in circumstances where a request is made to defer a student's commencement date.



6. What if a Place is Declined?

Parents pay a non-refundable reservation payment when accepting a place at the School. When a place is declined prior to the year of entry, and a replacement student commences in the year of entry, consideration will be given to partially refunding the reservation payment. Please refer to the *Enrolment Policy* for more information.

7. Goods & Services Tax (GST)

Goods and Services Tax (GST) on prescribed taxable supplies is required to be added to applicable fees and charges in accordance with current Australian Taxation Office rulings.

8. If Fees Remain Unpaid

8.1 Commencement of a New Term

Students may not be able to commence a new term at the School if the fees from the previous term remain unpaid. However, this condition does not apply if a direct debit instalment plan is in place or an agreed alternative payment plan is being followed.

8.2 Legal Action

The School may engage the services of a reputable debt collection agency or take legal action for the formal collection of debts.

9. Discount for Prepayment of Annual School Fees

Please refer to the annual Schedule of Fees for the rate of discount offered when the full year's fees are paid by the nominated date. Otherwise fees are payable by the due dates set out in the annual Schedule of Fees. The discount rate is not applied to all tuition fee items. Charges for some activities are determined throughout the year and payment and consent for the activity is managed through the Parent Lounge portal and as such these items are not eligible for the discount. In addition there will also be a reconciling calculation performed at the end of the school year to account for additional charges that arise due to a student changing subjects, or commencing music lessons for example. In some circumstances therefore, a final payment will be necessary to fully settle the fee account.

The 'on-time payment of fees' rebate is given when the full year's fees are paid in advance. The fee rebate is deducted from the full year's fee amount before the discount is calculated.



10. Fee Rebate for the Payment of Fees by the Due Date for Each Term (*'On-Time Payment Fee Rebate'*)

Families will receive a rebate amount per student if each term's fee account is paid in full on or before the due date. To be eligible for the rebate all four Term's fees must be paid on or before the due dates. The rebate amount will be processed as a credit to the families' fee account before the end of Term 4. The credit will be available to be carried forward to be offset against the following year's tuition fees. Only families without a continuing enrolment will be entitled to a cheque refund before the end of Term 4. Please refer to the annual Schedule of Fees for further information.

Parents who have entered into a direct debit instalment plan will receive the 'on-time payment fee rebate' provided all instalment payments are accepted on the due dates. The instalment plan, which includes all tuition fees and levies, is calculated to commence in February and finish in December and will account for the rebate. Charges for some activities are determined throughout the year and payment and consent for the activity is managed through the Parent Lounge portal and as such these items are not included in a direct debit instalment plan.

11. Fee Payment Options

Parents are able to select from the following payment methods in order to pay school fees.

- BPay
The biller code and reference number appears on the fee statement.
- Parent Lounge
Parents are able to log on to Parent Lounge to pay tuition fees. Parent Lounge is also used for the consent and payment of excursions that arise during the year.
- Direct Debit
Parents can enter a direct debit instalment plan to make weekly, fortnightly or monthly instalment payments directly from their nominated bank account or credit card. Instalment plans are calculated to commence in February and finish in December each year.
- Cheque
Cheque payments should be made payable to Hillbrook Anglican School and on the back of the cheque record your name and account number.