
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 at the beginning of the school year and are due by the 4th week of term unless an alternative instalment plan has been agreed with the school. 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, 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 Requirement for Parents to Give Notice if a Student is Withdrawn from the School

The School's *Enrolment Policy* requires a term's notice if a student is withdrawn from the School.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 Please refer to the *Requirement for Parents to Give Notice if a Student is Withdrawn from the School Policy* for more information.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 Deferral 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 Payment Options

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

- **Direct Debit**

Parents can enter a direct debit instalment plan to make weekly, fortnightly, monthly or quarterly instalment payments directly from their nominated bank account or credit card. Instalment plans are calculated to commence in February and finish in November each year.

BPay

For those families who do not wish to sign up to pay by instalment, payment can be made using the biller code and reference number on the fee statement.