



BRISBANE GIRLS GRAMMAR SCHOOL

## 2019 Tuition Fee Schedule

| ENROLMENT APPLICATION FEE: \$470 (INC GST) | CONFIRMATION FEE: \$1800 | ADVANCE FEE: \$2000

The Enrolment Application Fee is payable at the time of lodgement of an application. The Confirmation Fee is payable at the time of formal acceptance of the School's offer of a place and execution of the School Enrolment Agreement. Fees are not refundable and are subject to change.

Parents of girls enrolling as new students in January 2020 are required to make an Advance Fee payment to the School of \$2000 by 26 April 2019. This amount is non-refundable and will be credited to the first fee instalment of 2020. Should parents cancel their daughter's enrolment after this date, the \$2000 advance payment is forfeited to the School as fees in lieu of notice. Should the enrolment be cancelled after the commencement of Term 4 2019 (i.e. Tuesday, 8 October 2019), full Term 1 2020 fees will be charged as fees in lieu of notice.

### 2019 TUITION FEE

PER BILLING: \$6227.50 (4 billings per annum)	PER INSTALMENT: \$2507 (10 instalments including \$16 admin fee)	PER ANNUM: \$24 910	WITH DISCOUNT: \$24 412* (per annum)
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\*A discount of 2 per cent will be applied to the Tuition Fee where payment is received in full on, or prior to, 25 January 2019. To elect to be billed annually in advance, please ensure you have selected the annual billing option by following the link below. If selected, you will receive an annual bill with the 2 per cent discount applied.

#### TERM PAYMENTS

Billing Period	Issue Date	Due Date
Term 1	11 Jan 2019	25 Jan 2019
Term 2	5 Apr 2019	19 Apr 2019
Term 3	28 Jun 2019	12 Jul 2019
Term 4	20 Sep 2019	04 Oct 2019

#### MONTHLY BILLING (10 INSTALMENTS)

Ten instalments commence in January and run through to October. Monthly instalments are billed by direct debit only. A direct debit form must be completed and provided to the accounts department. Forms are located in Parent Portal and at the link below.

1. To nominate or change your fee payment preference for 2019 please complete the Billing and Fee Payment Frequency form by going to the following link: [Fee Preference Form](#) this form must be completed by 31 December 2018.
2. The School has an all-inclusive Fee Payment Policy (refer attached) and the Tuition Fee covers the cost of tuition and a range of curricular and co-curricular activities including academic camps, the visual and performing arts programme, group music tuition, class excursions, QGSSSA/club and other sporting nominations, provision for qualified sports coaches and creative arts instructors, use of the library, printing and internet facilities. The costs of curriculum items such as textbooks (excluding digital resources - included in tuition fees), language periodicals, and specialised equipment/materials are a parent responsibility.
3. The Tuition Fee does not include the costs of co-curricular and sporting camps/tours, other nominated, special or voluntary activities, some sporting club levies and registration fees. Parents are notified of these costs either through the School's newsletter or by other forms of correspondence and these costs are a separate charge to fee accounts.
4. Fees for private lessons are to be paid direct to the person providing the service. Parents receive a separate account for these lessons from the teachers, tutors or coaches concerned.
5. New parents will be asked to nominate a preferred payment method before the start of the school year. For existing families, previous billing frequency will continue unless requested otherwise.

#### TERMINATION OF ENROLMENT

Parents wishing to terminate their daughter's enrolment prior to her completion of Year 12 are reminded of their Student Enrolment Agreement for written notice to be given by no later than the first day of the term at the end of which it is intended she should leave, or if it is intended she should leave during the term, by no later than the first day of the preceding term. Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the School one term's fees in lieu of notice.

#### OVERDUE ACCOUNTS

For planning purposes, parents are advised annually of the due dates for payment of fees and again with each billing statement. Payments not received by the due date are considered to be in arrears and in breach of the Student Enrolment Agreement and will be subject to an administrative charge which is made in accordance with the School policy. The School reserves the right to withdraw a student's enrolment if fees are not paid as and when they fall due, unless prior arrangements have been agreed in writing.

ADMINISTRATION CHARGE FOR LATE PAYMENT: \$170 (charged once per item)	DIRECT DEBIT DISHONOUR FEE: \$9 (per direct debit dishonour)	DIRECT DEBIT ADMIN CHARGE: \$170 (second and subsequent direct debit dishonours)
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## Fee Payment Policy

1. The Board of Trustees (**'Board'**) is responsible for the development of the School's Fee Payment Policy (**'Policy'**).
2. The Policy, and the fees and charges payable pursuant to it, are subject to review by the Board. Notice of any change to the Policy or the fees are made available to the School community via the School's website and may be given to parents by mail or email.
3. As a differentiator from many other independent schools, the School has an all-inclusive tuition fee policy. This means that as far as practicable the tuition fee includes the cost of most curricular and co-curricular activities including: academic camps; the visual and performing arts programme; group music tuition; class excursions; QGSSSA, Club and other sporting nominations; provision for qualified sports coaches and creative arts instructors; library, printing and internet facilities.
4. The tuition fee does not cover the cost of:
  - some co-curricular and sporting camps/tours; other nominated, special or voluntary activities; and some sporting club levies and registration fees
  - textbooks and stationery
  - uniforms
  - student electronic devices
  - private lessons arranged through the School
  - medical or dental treatment arranged by the School's Health Care Coordinator
  - medical, dental and pharmaceutical expenses for illness or injury suffered by a student while attending, or arising out of, an approved School activity
  - donations.

Parents will be notified of costs in addition to tuition fees, which will be separately charged to fee accounts.

5. Tuition fees will be reviewed on an annual basis and annual tuition fee increases for the following year are to be approved by the Board. Parents will be notified of annual tuition fees and due dates in writing by mail or email before the second week of December of the preceding year. The updated tuition fee schedule will be published on the School's website.

The following factors may be considered during the Board's review of the annual increase of tuition fees: increases in staffing costs; predicted increases in utilities; interest rates; predicted inflation rates; maintenance requirements; new developments and expansions to the curriculum and co-curricular programme offerings; increased technology requirements; government compliance requirements; new capital expenditure; Government funding levels.

6. Receipts will be issued for payment of fee accounts only on request.
7. The individuals who are party to a Student Enrolment Agreement with the School accepting financial responsibility are jointly and severally liable for the student's tuition fees and any other costs associated with the student's enrolment at the School. This means that each individual who signs the Student Enrolment Agreement accepting financial responsibility is personally liable for the full amount owed to the School. Where more than one individual signs the Student Enrolment Agreement accepting financial responsibility (for example, where both parents sign) the School may at its absolute discretion elect to pursue any signatory for the full amount owed.

Where the School is provided with a Court Order which provides for an alternate arrangement (as between the parents) for payment of the student's tuition fees and any other costs associated with the student's enrolment at the School, the School may act on the Court Order at its absolute discretion, to the extent permitted by law and will act in accordance with the Court Order as required by law.

8. Fees can be paid as follows:
  - annual payment in advance each year, for which a discount is available if fees are paid by the due date
  - quarterly in four equal instalments through the year

- monthly in ten equal instalments through the year (direct debit facility must be used for this option and an annual administration fee is charged).

The administration fee for monthly payments is calculated based on additional time spent by staff in managing these accounts.

Once the nomination is made, it will stay current for the duration of the year. One change may be allowed, assessed on individual circumstances.

9. Where fees are not paid by the due date they will be considered overdue. BGGGS will facilitate the repayment of debts where possible and normal debt collection processes will commence on all overdue accounts.

10. Parents wishing to terminate an enrolment at any time prior to the completion of Year 12 are required to provide written notice to the School by no later than the first day of the term (if the student intends to leave at the end of the term), or the first day of the preceding term (if the student intends to leave during the term). Parents failing to comply with this requirement will pay or forfeit (as the case may be) to the School one term's fees in lieu of notice.

When parents advise that their daughter enrolled to commence will not commence at BGGGS, fees in lieu will be charged unless waived at the Principal's discretion.

In all other situations the authority to waive fees in lieu is retained by the Board based on policy guidelines and recommendations from the Principal.

11. Where a student will be absent from School attending another educational institution interstate or overseas, notice to the School is required by no later than the first day of the term (if the student intends to leave at the end of the term), or the first day of the preceding term (if the student intends to leave during the term), or fees in lieu of notice will be charged. Holding fees will be charged as follows:

- if less than one term the full tuition fee for the term will be charged
- more than one term, but less than a year – one term's fees only
- where a student will be absent for a year or more, for example the family moves temporarily overseas and the family require a place be held for the student at the School, then the parents will be required to pay a holding fee of \$2000 and one term's fees
- for students participating in a School endorsed activity, such as the ASSIST scholarship to study in the United States, a non refundable holding fee of \$2000 will be required.

12. Discounts provided for fees paid in advance will be reviewed on an annual basis and amendments to these discounts for the following year are to be approved by the Board. Parents will be notified of the discounts and due dates in writing by mail or email during the second week of December of the preceding year. The following discount percentages will be applied to projected future fees:

- 1 year in advance—2 per cent
- 2 years in advance—3 per cent
- 3 years in advance—4 per cent
- 4 years in advance—5 per cent
- 5 years in advance—6 per cent
- 6 years in advance—7 per cent.

Should a student's enrolment terminate for any reason, fees paid in advance but not yet attributed to the student's fee account will be refunded in full, subject to deduction of any fees in lieu of notice due under the Student Enrolment Agreement.

13. Payments by American Express, Visa or Mastercard will attract a surcharge. The surcharge will not be in excess of the costs incurred by the School for receiving credit card payments.

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