



BRISBANE GIRLS GRAMMAR SCHOOL

## 2020 Tuition Fee Schedule

### Enrolment Fees

Enrolment Application Fee	\$470 (inc GST)	Payable at the time of enrolment application lodgement
Confirmation Fee	\$1 800	Payable at the time of formal acceptance
Advance Fee	\$2 000	Payable in April prior to year of commencement and deducted from Term 1 fees

All enrolment fees are non-refundable. Please see *Fee Payment Policy* for full terms and conditions.

### Tuition Fees

The School has an all-inclusive *Fee Payment Policy* (refer attached). The Tuition Fee covers the cost of tuition and a range of curricular and co-curricular activities including academic camps, visual and performing arts programs, group music tuition, class excursions, QGSSSA/club and other sporting nominations, provision for qualified sports coaches and creative arts instructors, use of the Beanland Memorial Library, printing and Internet facilities. The cost of curriculum items such as textbooks (excluding digital resources), language periodicals and specialised equipment are a parent responsibility.

	TUITION PER ANNUM	TUITION PER TERM	TUITION PER MONTH
Years 7-12	\$25 782 (if paying in full per annum, a 2% discount applies – refer below)	\$6 445.50 (4 billings per annum)	\$2 594.20 (10 instalments inc. \$16 admin fee)

### Non-tuition Fee Charges

The Tuition Fee does not include the cost 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 via direct correspondence from the School. These costs are a separate charge to fee accounts and will be payable within 14 days from the date of the invoice. Fees for private lessons are to be paid direct to the person providing the service, and parents receive a separate invoice for these lessons from the teachers, tutors or coaches concerned.

### Payment Arrangements

Payment may be made annually at the start of the year, by term or monthly. To nominate or change your fee payment preference for 2020, please complete the [Billing and Fee Payment Frequency Form](#) by 31 December 2019.

New parents will be asked to nominate a preferred payment method before the start of the school year. For existing families, previous billing methods will continue unless requested otherwise.

**Per Annum:** A discount (2 per cent) will be applied to the Tuition Fee where payment is received in full on, or prior to, 24 January 2020. To elect to be billed annually in advance, please select the annual billing option on the [Billing and Fee Payment Frequency Form](#). If selected, you will receive an annual bill with the 2 per cent discount applied.

**Per Term:** Term billings will be issued prior to the commencement of each term and are due within 14 days from the date of the invoice.

**Per Month:** Ten instalments commence in January and run through to October. Monthly instalments are billed by direct debit only. An online direct debit registration must be completed by following this [link](#).

### Overdue Accounts

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 that is made in accordance with 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)

### Termination of Enrolment

Parents wishing to terminate an enrolment at any time prior to the completion of Year 12 are required to provide a full term's notice, in writing, to the Principal. This must be provided 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).

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## BRISBANE GIRLS GRAMMAR SCHOOL

# Fee Payment Policy

1. The Board of Trustees of Brisbane Girls Grammar School (the School) has established this policy to clearly set out the School's approach to structuring, changing and collecting Tuition Fees at the School.

2. The Board of Trustees ('Board') is responsible for the development of the School's Fee Payment Policy ('Policy').

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; visual and performing arts program; group music tuition; class excursions; QGSSA, 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 Centre
- medical, dental and pharmaceutical expenses for illness or injury suffered by a student while attending, or arising out of, an approved School activity
- donations.

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

6. An education at Brisbane Girls Grammar School is an opportunity that should be available to as many girls as possible and therefore the School and Board will aim to keep fee increases to a minimum while ensuring the financial sustainability and achievement of the aspiration of the School to be a leader in exceptional scholarship.

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.

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 program offerings; increased technology requirements; government compliance requirements; new capital expenditure; Government funding levels.

Parents will be notified of annual tuition fees and due dates in writing by email before the second week of December of the preceding year. The updated tuition fee schedule will be published on the School's website.

7. Receipts will be issued for payment of fee accounts only on request.

8. 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.

9. 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.

10. Enrolment fees are payable to the School at various times throughout the enrolment cycle:

- the Enrolment Application Fee is payable at the time of lodging an online application. It is non-refundable and non-transferable
- the Confirmation Fee is payable at the time of formal acceptance of the School's offer of enrolment (a signed Student Enrolment Agreement). Fees are non-refundable and non-transferable;
- the Advance Fees are payable in the year prior to entry and credited to the first term's tuition fee. Should parents cancel their daughter's enrolment after payment of the Advance Fee, the payment is forfeited to the School.

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

Information regarding the additional fees and processes to recover overdue accounts are detailed in the Administration Charge Determination Policy and Debtors Policy

12. 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 is enrolled to commence at the School, however will not do so, 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.

13. Where a student will be absent from School attending another educational institution interstate or overseas, or where a student is wishing to defer commencement of enrolment, the notice period as specified in Section 11 applies or fees in lieu of notice will be charged.

14. Holding fees are non-refundable and apply to current and commencing students. Holding fees will be charged as follows:

- if less than one term the full tuition fee for the term will be charged
- if more than one term and up to 12 months, one term's fees only
- 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 \$2,000 will be required.

The School will only hold a place for a student for up to 12 months.

An invoice for holding fees will be issued upon notice to the School. If payment is not received within 14 days of the invoice date, the student's enrolment will be cancelled and a place will not be held.

15. 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 email before 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, subject to deduction of any annual fees or applicable fees due in lieu of notice per the Student Enrolment Agreement.

16. Payments by American Express, Visa or MasterCard will attract a surcharge. The percentage surcharge applied will not be in excess of the costs incurred by the School for receiving credit card payments. The percentage surcharge will be reviewed annually and disclosed on the Fee Schedule each year.

*Note: Parents seeking alternative payment terms may consider using Edstart. Edstart is a specialist provider that offers tailored funding packages for school fees and allows parents to extend payment over a longer timeframe. You can find out more about Edstart by visiting their website at [www.edstart.com.au](http://www.edstart.com.au)*

*In providing information about Edstart, the School does not provide any recommendations, brokering or advice services. The School does not receive referral fees, commissions or other remuneration from Edstart and it does not accept any responsibility for the service delivery.*

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