



Founded 1982

THE HILLS GRAMMAR SCHOOL

TUITION FEES AND COLLECTION POLICY FOR 2012 EARLY CHILDHOOD EDUCATION CENTRE

SCHEDULE OF FEES

Daily Tuition Fee	\$83.00
Non Refundable Entrance Fee	\$1,500.00 (for applications received after 1 January 2012)
Voluntary Building Fund Donations	\$750 per annum (fully tax deductible)

While it is expected that there will be no change to the Fee Schedule during the course of an academic year, the School Council reserves the right to change the Fee Schedules in the event of exceptional circumstances.

INVOICES & STATEMENTS

Tuition fees are billed fortnightly and are invoiced four weeks in advance. Invoices will be issued by email.

Fees are payable in advance for every day of your child's enrolment, including sick days and family holidays. This excludes public holidays and the days when the Centre is officially closed.

The Child Care Benefit (CCB) and Child Care Rebate (CCR) are available to all families who are Australian Residents. Parents must contact the Family Assistance Office to register for the CCB and CCR. Invoices will recognise an estimate of any CCB and CCR that is to be paid to the School in reduction of the tuition fees.

Families will receive a quarterly statement by email that will show all transactions relating to their ECEC account. Any families with additional children enrolled in Kindergarten to Year 12 will be issued monthly statements by email that includes all transactions on their family account.

Statements will only disclose actual transactions including CCB and CCR received by the School. No provision will be made for estimates of any CCB and CCR that are expected to be received by the School after the date of the statement.

INCIDENTAL BILLING

The daily tuition fee does not include incursions, excursions and some other activities. Parents/Guardians will be requested to provide their written consent to these additional items prior to them being charged to the family account. Activity fees and incidental charges are generally billed in the fortnight when they are incurred.

FEE COLLECTION

- 1 Invoices will be issued by email seven (7) days before the due date.
- 2 An email reminder will be sent to families with an overdue balance by the Accounts Department within 48 hours of the due date requiring the immediate payment in full of the account. This will be followed by a telephone reminder from the Accounts Department.
- 3 Where payment in full is not received within seven days of the due date the child will be stood down from the Centre and the place offered to the next family on the waiting list. In this event, any application to re-join the Centre will be via the waiting list.
- 4 Interest of 12% per annum will be charged monthly on overdue balances and will be billed on each family fee account.
- 5 Once a child is stood down the outstanding account may be referred to the School's debt collection agency without further notice. Where an outstanding debt is referred to the School's debt collection agency, a mercantile agency fee of 11% of the balance referred will be immediately charged to the family fee account. All legal expenses and costs associated with the collection of the outstanding debt incurred by the School will be charged to the family fee account.
- 6 Four weeks notice of withdrawal of a student from the Centre must be given in writing to the Principal. In default of such notice, four weeks fees will be charged.

TUITION DISCOUNT SCHEDULE

No discounts are offered to the parents of students enrolled in the Early Childhood Education Centre.

PAYMENT METHODS

The School accepts the following methods of payment: cash, cheque, EFT, Mastercard, Visa, American Express and BPAY.

Payments by American Express will incur a surcharge of 1.5%. Payments by Mastercard and Visa will incur a surcharge of 0.8%. Please note this surcharge applies for both debit and credit cards. No surcharge will be applied to Building Fund donations.

On line payments are accepted via the School's secure website at www.hillsgrammar.nsw.edu.au.