



Founded 1982

THE HILLS GRAMMAR SCHOOL

2012 TUITION FEES AND COLLECTION POLICY KINDERGARTEN TO YEAR 12 RESIDENT FAMILIES

SCHEDULE OF FEES

	Annual Tuition Fees & Levies - Resident Status				
	Annual Tuition Fees	Curriculum Activity Levy	Annual Tuition Fees After Payment Instalment Discount		
			Option A Annual Payment	Option B Quarterly Payment	Option C Ten Monthly Instalments
Kindergarten to Year 2	\$13,554	\$486.60 (incl \$7.30 GST)	\$13,079.61	\$13,418.46	\$13,554.00
Year 3 to Year 6	\$14,487	\$701.80 (incl \$10.40 GST)	\$13,979.96	\$14,342.13	\$14,487.00
Year 7 to Year 8	\$19,445	\$701.80 (incl \$10.40 GST)	\$18,764.43	\$19,250.55	\$19,445.00
Year 9 to Year 10	\$20,126	\$701.80 (incl \$10.40 GST)	\$19,421.59	\$19,924.74	\$20,126.00
Year 11	\$21,943	\$701.80 (incl \$10.40 GST)	\$21,175.00	\$21,723.57	\$21,943.00
Year 12	\$20,013	\$701.80 (incl \$10.40 GST)	\$19,312.55	\$19,812.87	\$20,013.00

Voluntary Building Fund Donations (fully tax deductible) \$750 per annum

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.

TUITION DISCOUNT SCHEDULE

All sibling discounts, scholarships and bursaries will be calculated as a percentage of the annual tuition fees.

Sibling Discounts

3rd sibling	20% reduction in annual tuition fees
4th and subsequent siblings	30% reduction in annual tuition fees

Scholarships

Scholarships covering full or part remission of resident tuition fees may be awarded to students entering Year 7, Year 9 or Year 11. Students wishing to enrol at The Hills Grammar School, as well as existing students, are eligible to apply. The categories are Academic, Music and All-Rounder. Applicants in each category are required to sit for the Scholarship Test held at the School in March each year. Applicants new to the School who progress to the interview stage are required to submit an Application for Enrolment before the interview. The specific criteria for each category of scholarship are set out on the School's website at www.hillsgrammar.nsw.edu.au.

INVOICING OF FEES, LEVIES & CHARGES

Tuition fees are invoiced annually in January for Kindergarten to Year 12.

The compulsory curriculum activity levy will be invoiced annually in January. This levy is non-refundable and credits will not be issued arising from failure to participate in core programs, illness or cessation of enrolment.

Charges for optional activities and incidental charges will be invoiced in the month when they are incurred.

Invoices will be issued by email only. Annual tuition fees and the compulsory curriculum activity levy will be invoiced on or before the 9 January 2012. Invoices for optional activities and incidental billing will issue monthly and will disclose the due date for payment.

Statements will be issued by email only. Statements will issue each month to those families that have a transaction in that month and /or an outstanding balance at month end.

The compulsory curriculum activity levy covers the cost of the school's compulsory core programs, and includes Redbook, Gallimaufry, NAPLAN Testing, OLSAT testing, the "Your Tutor" program, excursions, incursions, camps and school sporting carnivals. This levy will include a small amount of GST. As a result the levy will be invoiced as two separate amounts, being a GST free component and a smaller component subject to GST.

The curriculum activity levy does not cover uniforms, textbooks and elective co-curricular activities. Incidental billing will continue on a monthly basis for elective co-curricular activities. These activities include, but are not limited to, specialist musical tuition, instrument hire, optional trips & camps, optional sports levies, etc. Parents/Carers will be requested to provide their consent to these additional items prior to them being charged to the family account.

NOTICE OF WITHDRAWAL

One term's notice of withdrawal of a student from the School must be given in writing to the Principal. In default of such notice, a full term's fees will be payable.

Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated and if appropriate a credit note will be issued to the family.

If a student is withdrawn any balance due to the school for that student must be paid in full on or before the students' final day of attendance.

FEE PAYMENT OPTIONS

Families may select to pay tuition fees and the curriculum activity levy by one of the following three options:

Option A – One Annual Payment.

- Tuition fees and the curriculum activity levy can be paid by one annual payment due on or before 31 January 2012.

- Parents who accept this option and make payment on or before the due date will receive a credit to their account of 3.5% of the Net Annual Tuition Fees.
- The Net Annual Tuition Fees are calculated as the Annual Tuition Fee less any discounts, scholarships or bursaries provided to the family. The annual payment discount will not be applied to the curriculum activity levy, optional activities or other incidental billing.
- Payment can be made by way of cheque, BPay, Mastercard, Visa, American Express and electronic funds transfer. Payments by American Express will incur a surcharge of 1.5%. Payments by Mastercard and Visa will incur a surcharge of 0.8%.
- Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated to the end of the applicable academic term, disregarding the 3.5% discount, and if appropriate a credit note will be issued to the family.

Option B – Four Quarterly Instalments.

- Tuition fees and the curriculum activity levy can be paid by four equal instalments due on or before the following dates:

28 January 2012	28 April 2012	28 July 2012	28 October 2012
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- Parents who accept this option and make all four payments on or before the due dates will receive a credit to their account of 1.0% of the Net Annual Tuition Fees. This discount will be credited to the family account by way of four equal instalments at the end of the month when each instalment is due. If instalments are not made by the due date the discount will not be recognised.
- The Net Annual Tuition Fees are calculated as the Annual Tuition Fee less any discounts, scholarships or bursaries provided to the family. The annual payment discount will not be applied to the curriculum activity levy, optional activities or other incidental billing.
- Payment can be made by way of cheque, BPay, Mastercard, Visa, American Express and electronic funds transfer. Payments by American Express will incur a surcharge of 1.5%. Payments by Mastercard and Visa will incur a surcharge of 0.8%.
- Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated to the end of the applicable academic term, disregarding the 1.0% discount, and if appropriate a credit note will be issued to the family.
- When a student withdraws from the school during the year, the instalment arrangement will terminate on the last day of attendance and any balance due to the school for that student must be immediately paid in full.

Option C – Ten Monthly Instalments.

- Families can only choose this option by completing our on line direct debit instalment plan. The on line plan will only accept Mastercard, Visa, American Express or Direct Debit Electronic Funds Transfer. Payments by American Express will incur a surcharge of 1.5%. Payments by Mastercard and Visa will incur a surcharge of 0.8%.
- Tuition Fees and the curriculum activity levy can be paid in ten equal monthly instalments commencing on either the:

14 January 2012	28 January 2012	7 February 2012
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- If for any reason a payment under this option is rejected, families will have a fortnight (14) days to rectify the problem and make the payment. If two consecutive payments are rejected the instalment arrangement will be terminated by the School and the provisions of paragraphs 3 to 7 below will apply.
- Upon receipt of notice of withdrawal any adjustment to the invoiced tuition fee will be calculated to the end

of the applicable academic term and if appropriate a credit note will be issued to the family.

- When a student withdraws from the school during the year, the instalment arrangement will terminate on the last day of attendance and any balance due to the school for that student must be immediately paid in full.

Amounts invoiced for optional activities and incidental billing are not covered by the preceding three options. These invoices will be due and payable by 28th day of the month after which they were invoiced. The due date will appear on the invoice.

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

FEE COLLECTION

- 1 A reminder letter to families with an overdue balance will be sent by the Business Manager fourteen (14) calendar days after the due date requesting payment within seven (7) days.
- 2 Where payment in full is not received, a letter from the Principal will be issued giving forty eight (48) hours to settle the account or to contact the Principal to discuss the matter. Failure to do so will lead to the matter being referred to the School's debt collection agency.
- 3 Where fees and charges are outstanding for more than one month, the School reserves the right to apply any refundable deposit held on behalf of the student, to the family account in reduction of the outstanding balance.
- 4 Where fees and charges are outstanding for more than one month, families will be required to submit a formal written application, together with appropriate personal financial information & documentation, to the Principal to support the ongoing enrolment of the students at the School.
- 5 Where fees and charges are outstanding for more than one month, student participation in any optional activity, event, program or tour may be restricted at the discretion of the Principal, until such time as tuition fees have been paid in full.
- 6 Interest of 12% per annum will be charged monthly on overdue balances and will be invoiced on the family fee account.
- 7 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.