



# TERMS AND CONDITIONS

## FEES

Fees are paid by term in advance. There are 2 terms per semester and 2 semesters per year. Fees are set annually but may change during the year. Families are issued a monthly statement of account during the first week of each month. Fees are normally due on the first day of each term. A due date appears on all statements.

The School reserves the right to rescind scholarships and bursaries in the event of late payment of fees and to add these amounts back to the account.

Outstanding fees constitute a debt payable to the Trustees of the School. Overdue fees may be placed in the hands of a collection agency. If necessary the Trustees may take legal action to recover debts to preserve the viability of the School as a whole.

## SURCHARGE

A fee surcharge of 10% is payable on fees not paid by the due date.

**The surcharge appears on the fee statement for each term and should be deducted from the total to be paid if the account is paid by the due date on the statement.**

## OTHER DISCOUNTS

A discount of 2.5% applies for a semester's tuition fees paid in full in advance of the due date. Discounts do not apply to full fee-paying overseas students.

## NOTICE OF WITHDRAWAL

**One-half term's notice in writing is required in the event of a child's withdrawal, otherwise one-half term's fees will be payable.** One half term is deemed to be not less than five weeks. If a student is asked to leave the School in the first half of a term, half a term's fees will be refunded. During the last half of a term, no fees will be refunded. For students not returning the following year written notice is required by 31 October, otherwise one-half term's fees will be payable for the following year.

## ABSENCES DURING TERM

No allowances against fees will be made for late returns to School or absence during the term, including those due to disciplinary suspensions, or for the early completion of Year 12.

## MONTHLY ACCOUNTS

The School produces monthly statements enabling Before and After School Care charges to be invoiced monthly rather than by the term. Other small charges may be picked up in each monthly run.

Parents should exercise judgement in whether small amounts, i.e. less than \$10.00 are paid on receipt of statement or left until the following month and accumulated with larger amounts. Outstanding charges must be cleared by the end of the month following the month in which they are charged.

Payments made to accounts are receipted to accounts on the date of their receipt by the School and are applied to the oldest charges on the account at that time.

## CANCELLATION OF ENROLMENT

**The School reserves the right to cancel a student's enrolment for non-payment of School fees.**

Enrolment will be cancelled at the end of a term if fees for that term or prior terms have not been paid, unless an approved payment arrangement has been made.

## PAYMENT OF ACCOUNTS

The following methods of payment are available:

- By BPAY and Internet banking using BPAY information provided on the fee statement.
- By the School's Administration on-line portal - Parent Lounge.
- By direct deposit.
- Over the counter at the School office, by cash, cheque, credit or debit card.
- By telephone for card payments.

## SCHOOL BANKING DETAILS

Account Name: TOWNSVILLE GRAMMAR SCHOOL  
Bank: NATIONAL AUSTRALIA BANK, STURT STREET  
BSB: 084970  
Account: 508996603