



Doctrina Vitae

**Bacchus Marsh
Grammar**

POLICY

Billing and Payment of Fees Policy

Approved: 26/10/2018



1 Statement of Context and Purpose

The operation of Bacchus Marsh Grammar relies on the collection of fees and charges from parents. This policy outlines the processes by which this fundamental process will be carried out.

2 Billing Details

- 2.1.1 The School requires that all parent/guardian accounts should be in the name of authorised members of the School. If a parent/guardian has an arrangement for an account to be settled by a third party, then the account will be issued to the appropriate adult(s) (parents/guardians) and they must arrange for the third party to make payment.
- 2.1.2 Parents/guardians are required to immediately inform the School of any change in billing details in writing, addressed to the Finance Manager, e.g. name or address, application for split billing or change of parent/guardian responsibility.

3 Fee Payment Requirements

- 3.1.1 Parents/guardians are expected to pay all fees on or before the due date as specified on each invoice or in accordance with an approved Instalment Plan, unless satisfactory payment arrangements have been previously agreed to and formally acknowledged between the School and the parent/guardian(s).
- 3.1.2 Failure to pay fees in accordance with the Billing and Payment of Fees Policy will result in the School invoking the Debt Collection Policy and withdrawing access to certain School offerings.

4 Billing Arrangements

4.1 Fee Invoice

- 4.1.1 Tuition Fees, Consolidated Charges and the Building Levy are **annual** fees however the School provides the convenience of billing the fees/levies in equal instalments each term.
- 4.1.2 Invoices will be generated four (4) times per year prior to the commencement of each term.
- 4.1.3 Parents/guardians will receive an invoice by email notifying that a new invoice is available to view in the myBMG - Parent Portal, or by post if requested on the 2019 Enrolment Confirmation via myBMG – Parent Portal.

4.2 Monthly Statements

- 4.2.1 The School will produce electronic monthly statements which will be accessible and be able to be printed from the myBMG Parent Portal.

5 School Fee Payment Arrangements

- 5.1.1 Parents/guardians can choose one of the following arrangements to pay their annual Tuition Fees, Consolidated Charges, Building Levy and Other Charges during 2019:
 - 1. Full Year Payment in Advance - payment of the full year's Tuition Fees, Building Levy and Consolidated Charges by 9 February 2019 to receive a discount equivalent to 5% of the full year's Tuition Fees, Building Levy and Consolidated Charges.
 - 2. Term Payment - payment of the Term's fees by the due date indicated on the invoice. [Due dates for the payment of Fees are detailed in the Business Notice].
 - 3. Instalment Plan - payment of the full year's fees on an Instalment basis.



All parents/guardians must complete the 2019 Enrolment Confirmation via myBMG – Parent Portal by **Friday 1 December 2018**.

6 Legal Liability for Payment of Fees

- 6.1.1 Bacchus Marsh Grammar requires parents/guardians to sign a Confirmation of Enrolment Form to accept a position at the School. In signing the Confirmation of Enrolment Form, parents/guardians have agreed that they are jointly and severally liable for payment of all school fees whilst their children are enrolled at Bacchus Marsh Grammar.
- 6.1.2 While it is acknowledged that changes in marital and family relationships can occur during the period of a child's enrolment, which may lead to a mutually agreed change to school fee responsibility or an agreement to split the fee account, the School regards the acceptance of financial liability as legally binding and reserves the right to pursue either or both parties with regard to outstanding school fees.

7 Split Billing

- 7.1.1 The School allows fee accounts to be split between two separated parents/guardians where both are responsible for the payment of school fees.
- 7.1.2 Application for split billing must be made in writing on a Fee Billing Variation Form and must be signed by the parents/guardians who are responsible for the payment of the fees. Signed and completed application forms should be sent to the Finance Manager. The School will formally advise both parents/guardians of acceptance of the split fee payment arrangement and the new payment arrangement will apply to the balance of the account as at the acceptance date and for all accounts issued after the acceptance date.
- 7.1.3 When approved by Bacchus Marsh Grammar, the split fee arrangement only determines the extent to which parents/guardians will contribute to the payment of fees. It does not override the Confirmation of Enrolment Form for the purposes of acceptance of financial liability for the payment of fees by the signatories to the Confirmation of Enrolment Form.
- 7.1.4 Both accounts from a split billing situation must be paid and finalised as per payment arrangements approved by the School in order to comply with the Fee Payment Policy of Bacchus Marsh Grammar. When a fee payment problem applies to only one party in a split billing situation, copies of all written correspondence, sent by the school, relating to the payment issue, will be forwarded to the other party. Any changes to a split fee payment arrangement must be made on a Fee Billing Variation Form and must be signed by both parties before any arrangements are changed.

8 Payment Methods

- 8.1.1 The School offers the following payment methods:

Preferred Payment Arrangement	Available Payment Methods
Payment of full year's fees in advance	(a) Cash/Cheque deposits accepted at NAB branches (b) VISA (c) Mastercard (d) EFTPOS (e) BPay (f) myBMG Parent Portal (g) Qkr! by MasterCard
Payment of term's fees by due date	(a) Cash/Cheque deposits accepted at NAB branches (b) VISA (c) Mastercard (d) EFTPOS (e) BPay (f) myBMG Parent Portal (g) Qkr! by MasterCard
Instalment Plan	(a) Credit Card - Monthly (b) Direct Debit - Monthly/Fortnightly/Weekly Note : Cash or cheque payments will not be accepted for instalment plans



8.1.2 In 2018, the School phased out acceptance of cash and cheque payments. These can now be deposited at your local NAB branch using the School bank details and reference information on your invoices.

9 Qkr! by MasterCard

9.1.1 Qkr! is a smartphone app available from the Apple app store and Google Play which provides a secure, convenient and efficient way to pay the following items; School Fees, User Pays Activities, order & pay for canteen lunch orders and also a variety of ad-hoc charges such as replacement diaries and printing credit. Instructions for using Qkr! are available on the School’s website.

10 Instalment Payments

10.1.1 The Instalment Plan is offered by the School, as an alternative method of payment of Fees, providing parents/guardians with the financial benefit of spreading the payment of their Annual Fees over the School year. The offer of an Instalment Agreement is approved by the Principal and may be withdrawn at the Principal’s discretion at any time. The period over which instalments are paid is at the discretion of the School.

10.1.2 Parents/guardians who wish to pay their 2019 Fees and Charges by instalments must complete the 2019 Enrolment Confirmation via myBMG – Parent Portal by Friday 1 December 2018. They will be required to sign an Instalment Agreement which details the Instalment obligations for the year and which must be returned by the relevant due date detailed on the agreement. If the signed Instalment Agreement is not received by the due date, the relevant Term’s Fees must be paid in full.

10.1.3 The School will endeavour to structure Instalment Plans offered to parents/guardians to ensure that there is no outstanding debt at the end of Term 4 2019, however there may be instances where certain charges are incurred during the year which result in an outstanding balance at the end of the year. Parents/guardians are required to pay all outstanding balances by Thursday 2122 November 2019.

10.1.4 Parents/guardians who have formally agreed to pay the fees and charges by instalment are expected to make payment in accordance with the terms of the signed instalment agreement.

10.1.5 Parents/guardians who fail to pay fees by the due date or to pay periodic payments in accordance with the agreed terms of the Instalment agreement will be considered to be in breach of their enrolment agreement and will be dealt with in accordance with the Debt Collection Policy.

11 Related Policies and Documents

- Conditions of Enrolment
- Debt Collection Policy
- Enrolment Policy GOV.015

12 Authorisation

Policy Document Name	Billing and Payment of Fees Policy	
Approval Authority	Andrew Neal	
Approval Date		
Effective Date <small>[Current version if different from amended date]</small>		
Amendment History	26/10/2018	Reviewed and updated from original Fee Payment Policy
Date of Next Review	26/10/2020	To be reviewed every two years