



Doctrina Vitae

Bacchus Marsh  
Grammar

# School Board Policy

## Finance

### Billing and Payment of Fees Policy

Approved by the School Board 30 November 2022







## Billing and Payment of Fees Policy

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## 1 Billing Details

- 1.1.1 Bacchus Marsh Grammar (the School) requires that all parent/guardian accounts should be in the name/s of the person(s) that signed the agreement for the enrolment, and or re-enrolment, of their child/ren at the School (collectively, referred to as parents/guardians in this section).
- 1.1.2 The School requires both parents/guardians to sign the agreement to accept and maintain a position for their child/ren at the School.
- 1.1.3 Where both parents/guardians sign the agreement, they remain jointly and severally responsible for all fees regardless whether payment is made by only one of the parents/guardians, or by any other party. This is the case regardless that the School may permit a split billing arrangement or payment plan to be put in place to assist families in extenuating circumstances.
- 1.1.4 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 parents/guardians and they must arrange for the third party to make payment.

## 2 Change to Billing details

- 2.1.1 Parents/guardians are required to immediately inform the School of any change in billing details via the myBMG Parent Portal 'My Details' tab e.g. name or address. Application for split billing or change of parent/guardian responsibility must be emailed to [accountsrec@bmg.vic.edu.au](mailto:accountsrec@bmg.vic.edu.au). For further information regarding split billing arrangements refer to the Billing and Payment of Fees Policy and or Debt Collection Policy.

## 3 Split Billing

- 3.1.1 The School allows fee accounts to be split between two separated parents/guardians where both are responsible for the payment of school fees.
- 3.1.2 Application for split billing must be made in writing on a Fee Billing Variation Form and must be signed by the parents/guardians and supported by a Court Order where applicable. Signed and completed application forms should be sent to the Finance Manager. The School will formally advise 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.
- 3.1.3 When approved by the School, the split fee arrangement only determines the extent to which parents/guardians will contribute to the payment of fees. It does not override the enrolment agreement for the purposes of acceptance of financial liability for the payment of fees by the parents/guardians.
- 3.1.4 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 the School. 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. If no agreement can be reached with respect to payment of outstanding monies due and payable, the parents/guardians remain jointly and severally liable for payment of all amounts owing under the enrolment agreement (refer to the Conditions of Enrolment for further information).
- 3.1.5 Parents/guardians are expected to pay all fees in accordance with an approved split billing arrangement or Payment Plan unless satisfactory payment arrangements have been previously agreed to and formally acknowledged between the School and the parents/guardians.

## 4 Court Orders

- 4.1.1 Parents/ guardians acknowledge and understand that the School is not bound by any Court Orders or Child Support Assessments, Orders or Agreements as between the parents/guardians with regard to



payment of accounts. Further, parents/ guardians agree to expressly permit the School to obtain a full, complete and unredacted copy of any and all relevant Court Orders and Child Support Assessments, Orders or Agreements as between said parents/guardians that relate to any child/ren enrolled at the School (Refer to the Conditions of Enrolment).

## **5 Billing Process**

### **5.1 Annual Fee Invoice**

- 5.1.1 All fees, charges and levies are billed in January each year. In the first instance, these will be available to view on the myBMG Parent Portal under the 'Payment Plans' tab. Parents/guardians will receive notification that the Payment Plans are available for review and selection via the myBMG Parent Portal in early January.
- 5.1.2 Payment Plans, which detail payment options available, must be selected in January each year. After this closing date, parents/guardians will receive notification by email that their invoice is available to view on the myBMG Parent Portal, and Payment Plans commence from the date selected.
- 5.1.3 If the Payment Plan online form is not complete by the due date, parents/guardian's accounts will be defaulted to quarterly instalments. Payments will be taken as per the schedule, automatically by the School via Direct Debit from a nominated bank account or credit card of choice entered on the myBMG Parent Portal.
- 5.1.4 Payment of all ad hoc fees are required in full on or before the due date as specified on each invoice. Ad hoc charges are not incorporated into your Payment Plan. Failure to pay fees in accordance with the Fee Payment Requirements will result in the School invoking the Debt Collection Policy and withdrawing access to certain School offerings (refer also to the Conditions of Enrolment for further details).

### **5.2 Issuing of Invoices**

- 5.2.1 Invoices will be issued at the beginning of each subsequent term only if ad hoc fees are applicable. Parents/guardians will receive notification by email only if a new invoice has been issued and is available to view on the myBMG Parent Portal. Note that hard copy Invoices are only available by post if requested by emailing [accountsrec@bmg.vic.edu.au](mailto:accountsrec@bmg.vic.edu.au)

### **5.3 Monthly Statements**

- 5.3.1 In addition to the Invoices outlined above, the School will produce electronic monthly statements which will be accessible via the myBMG Parent Portal. These statements will include receipts and adjustments made to your account throughout each month.

### **5.4 Payment Plans & Methods**

- 5.4.1 Payment Plans are offered by the School, providing parents/guardians with the financial benefit of spreading the payment of their Annual Fees over the School year. The offer of a Payment Plan 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.
- 5.4.2 The School will endeavour to structure Payment Plans offered to parents/guardians to ensure that there is no outstanding debt at the end of November each calendar year, 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 the last week in November each year. Parents/guardians must ensure that there are sufficient funds in their nominated bank account for the direct debit. Otherwise a default payment fee will apply.
- 5.4.3 Parents/guardians who fail to pay periodic payments in accordance with the agreed terms of the Payment Plan will be considered in breach of their enrolment agreement and will be pursued in accordance with the Debt Collection Policy.



5.4.4 Parents/guardians can choose one of the following arrangements to pay their Fees (excluding ad hoc charges):

Preferred Payment Arrangement	Available Payment Methods
Full Year Payment in Advance <i>(Due by first week of February to receive a 3% discount on the annual fees.)</i>	(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 Plan: Quarterly (4), Monthly (10), Fortnightly (20) or Weekly (40). <i>(Due dates are detailed in the Payment Plan)</i>	(a) Direct Debit via nominated bank account or credit card  <b>Note: The School does not accept American Express.</b>

5.4.5 Qkr! by MasterCard: 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; full year’s 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.

5.4.6 Cash & Cheque: In 2017, the School phased out acceptance of cash and cheque payments. These can be deposited at your local NAB branch using the School bank details and reference information on your invoices.

5.5 Responsibility for Payment of Fees

5.5.1 Parents/ guardians acknowledge that by signing the enrolment agreement and agreeing to the Conditions of Enrolment, they are jointly and severally responsible for payment of all fees, levies, charges or other amounts incurred as a result of enrolling their child/ren at the School.

5.5.2 Responsibility for all amounts owing subsists with both parents/ guardians throughout the attendance of their child/ren at the School irrespective of what may happen to the relationship (if any) of the parents/ guardians (refer above regarding split billing arrangements in the case of relationship breakdown).

5.5.3 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 under the enrolment agreement and Conditions of Enrolment as legally binding.

5.5.4 As such, the School reserves the right to pursue either or both parents/guardians with regard to outstanding school fees in accordance with its legal rights. Further, should the matter proceed to debt collection, students may be withdrawn from the school until such time as payment issues are resolved to the satisfaction of the School.

Note - Non-payment of enrolment fees, tuition and or any other payments or charges, may result in the child’s position at the School being terminated (refer also to the Conditions of Enrolment for further details).

## 6 Authorisation

<b>Board Document No.</b>		
<b>Board Document Name</b>	<b>Billing and Payment of Fees Policy</b>	
<b>Approval Authority</b>	<b>Chair of the School Board</b>	
<b>Approval Signature</b>	Cathy Jeffkins <b>Chair of the School Board</b> <b>Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>30 November 2022</b>	
<b>Date of Next Review</b>	<b>30 November 2023</b>	To be reviewed annually

## 7 History

<b>Date</b>	<b>Amendment</b>
<b>26 October 2019</b>	1. Reviewed and updated from original Fee Payment Policy
<b>28 October 2020</b>	2. Reviewed and updated to reflect consistency with Business Notice.
<b>30 November 2022</b>	3. Reviewed and updated payment plans to be finalised by January and no outstanding debt after November.