



Bacchus Marsh  
Grammar

# School POLICY

## FINANCE

### Billing and Payment of Fees Policy

Approved by the School Board: 28 October 2026

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for Girls and Boys  
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## 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 of whether payment is made by only one of the parents/guardians, or by any other party.
- 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 (2) parents/guardians who are separated 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 Accounts Receivable Department at [accountsrec@bmg.vic.edu.au](mailto:accountsrec@bmg.vic.edu.au). 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 arrangement must be paid and finalised as per payment arrangements approved by the School in order to comply with the Billing and Payment of Fees Policy of the School. Any changes to an existing split fee payment arrangement must be submitted via a new Fee Billing Variation Form, which must be signed by both parties prior to any arrangements taking effect. 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 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 by email that the Payment Plans are available for review and selection via the myBMG Parent Portal in mid-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 will commence from the date selected. Please note that all payment arrangements are required to be processed by direct debit. Direct debit authorisation is provided by the parent/guardian when completing their Payment Plan selection online through the myBMG Parent Portal. Payment Plans do not automatically roll over from retrospective years, and a new Payment Plan must be selected each year.
- 5.1.3 If the Payment Plan online form is not completed by the specified due date, parents/guardians accounts will default to an annual payment arrangement, payable in full during the first week in February. An annual invoice and payment schedule confirmation will be sent in February. Payments will be taken automatically by the School as per the schedule, via Direct Debit from a nominated bank account or credit card of choice entered on the myBMG Parent Portal.
- 5.1.4 Ad hoc charges are separate from your regular payment plan and are not incorporated into it. These charges will be invoiced quarterly. Parents/guardians will receive an email notification with a link to the myBMG Parent Portal, where the invoice and details of the charges can be viewed.

### **5.2 Payment Terms:**

- 5.2.1 Full payment is due within seven (7) days of the invoice date.
- 5.2.2 If payment is not received by the due date, a first reminder will be issued.
- 5.2.3 If payment remains outstanding seven (7) days after the reminder, and no contact has been made or payment arrangement established, the outstanding balance may, without further notice, be added to the parent/guardians existing payment plan, with the instalment amount adjusted accordingly as authorised under the signed 2027 Direct Debit Request.
- 5.2.4 Failure to pay fees in accordance with the Fee Payment Requirements may result in the School invoking its Debt Collection Policy. In such cases, access to certain School offerings may be withdrawn. Please refer to the Conditions of Enrolment for further details.

### **5.3 Issuing of Invoices**

- 5.3.1 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)

### **5.4 Monthly Statements**

- 5.4.1 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.

### **5.5 Payment Plans & Methods**

- 5.5.1 Payment Plans are offered by the School to provide parents/guardians with the financial benefit of spreading the payment of their Annual Fees over the School year. The offer of a Payment Plan is at the



School's discretion and may be withdrawn by the Principal at any time. The period over which instalments are paid is at the discretion of the School.

- 5.5.2 The School will endeavour to structure Payment Plans to ensure that all Annual Fees are paid by the end of November each calendar year. However, certain charges that are incurred during the year may result in an outstanding balance remaining on the account. All school fees and outstanding balances must be finalised by the last week in November each year.
- 5.5.3 Parents/guardians are responsible for ensuring sufficient funds are available in their nominated bank account on the morning of the scheduled direct debit to cover the Direct Debit payment. Failure to do so will incur a default payment fee.
- 5.5.4 Any fees, charges or other amounts payable under the Enrolment Agreement, Conditions of Enrolment or the Business Notice, including but not limited to default payment fees, administration fees and other costs, are additional to the scheduled Payment Plan instalment.
- 5.5.5 Where a default payment fee or other amount becomes payable, the School may recover that amount together with, or in lieu of, a subsequent Direct Debit, without requiring a variation to the agreed instalment amount, drawing arrangement or a new Payment Plan Agreement as authorised under the signed Direct Debit Request. If the School is required to make a payment or refund to a parent/guardian, the School may deduct any outstanding amounts payable to the School from the amount otherwise payable and pay any remaining balance to the parent/guardian. Parents/guardians acknowledge that, where additional fees or charges are payable on the account, the amount debited may vary from and may exceed, the scheduled instalment amount agreed. Please refer to the signed Direct Debit Request (electronic acceptance) and the Direct Debit Request – Service Agreement for further information. Any outstanding balance remaining unpaid at the end of November will incur an administration fee of \$50 for every fourteen (14) day period the balance remains unpaid.
- 5.5.6 Where a student ceases to be enrolled at Bacchus Marsh Grammar for any reason, the existing Payment Plan will cease immediately. Any outstanding balance on the relevant family account will become immediately due and payable, notwithstanding any previously agreed payment arrangement, unless otherwise agreed in writing by the School.
- 5.5.7 Parents/guardians who fail to make payments in accordance with the agreed terms of their Payment Plan will be considered in breach of their Enrolment Agreement. The School may revoke the Payment Plan, in which case any outstanding balance will become immediately due and payable. Outstanding amounts may be pursued in accordance with the School's Debt Collection Policy. Three (3) or more default payments on the account within the current school year will result in the parent/guardian becoming ineligible for a Payment Plan for the following school year. In such cases, full payment of the annual school fees will be required upfront by February of the new school year.
- 5.5.8 Parents/guardians may request a payment extension of up to fourteen (14) days by submitting a written request to the Accounts Receivable department at [accountsrec@bmg.vic.edu.au](mailto:accountsrec@bmg.vic.edu.au). Requests for extensions exceeding fourteen (14) days must be submitted through a Payment Plan Extension Application and accompanied by supporting documentation. All requests are subject to the School's approval. An extension does not automatically waive any applicable default payment fees or administration.
- 5.5.9 The rollover of outstanding balances into the following school year is not automatic and is strongly discouraged. Requests for rollover will only be considered under exceptional circumstances and must be submitted via a Deferred Payment Agreement Application. Approval must be obtained from the Chief Financial Officer. Approved rollover balances remain subject to an Overdue Account Fee of \$50 for every fourteen (14) day period the balance remains unpaid, unless otherwise agreed in writing by the School. Families are strongly encouraged to meet all payment obligations within the required timeframes to avoid additional charges and administrative complications.

- 5.5.10 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<br><i>(Due by first week of February to receive a 3% discount on the annual fees.)</i>                   | Direct Debit via nominated bank account or credit card (Visa and MasterCard); EFTPOS; BPAY; electronic funds transfer; or cash deposits accepted at NAB branches |
| Payment Plan:<br>Quarterly (4), Monthly (10), Fortnightly (20) or Weekly (40).<br><i>(Due dates are detailed in the Payment Plan)</i> | Direct Debit via a nominated bank account or credit card<br><br><b>Note: The School does not accept American Express.</b>                                        |

## 5.6 Responsibility for Payment of Fees

- 5.6.1 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.
- 5.6.2 Responsibility for all amounts owing remains with both parents/ guardians throughout the attendance of their child/ren at the School irrespective of what may happen to the relationship (if any) between parents/guardians (refer above regarding split billing arrangements in the case of relationship breakdown).
- 5.6.3 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.
- 5.6.4 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. Furthermore, 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 fees 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>School Document Name</b> | <b>Billing and Payment of Fees Policy</b>                          |                                  |
| <b>Approval Authority</b>   | <b>Board Chair</b>                                                 |                                  |
| <b>Approval Signature</b>   | Diana Taylor<br><b>Board Chair</b><br><b>Bacchus Marsh Grammar</b> |                                  |
| <b>Administrator</b>        | <b>Company Secretary</b>                                           | Kerryn Browne                    |
| <b>Approval Date</b>        | <b>28 October 2026</b>                                             |                                  |
| <b>Date of Next Review</b>  | <b>28 October 2029</b>                                             | To be reviewed every three years |

## 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. |
| <b>25 March 2026</b>    | 4. Reviewed and updated information on payment plans and payment methods.                                |
| <b>28 October 2026</b>  | 5. Updated information on payment plans.                                                                 |