

Fees, Disbursements & Terms of Trade 2020

The Board of Trustees aims to keep the fees at the lowest possible level. Fee levels may change from year to year.

Introduction

In general fees are:

- Payable by direct debit.
- Due for payment on due date.
- Subject to penalties for late or dishonoured payments.

In general disbursements are:

- Charges for items for activities that are not covered by tuition fees.
- Charged on the monthly account.
- Subject to the same payment rules as fees.
- Not a surprise for larger items, as parents will have been advised that the charge will appear on the account.

2020 Fee Levels (GST Inclusive)

School Tier	Per Month		Per Annum
Pre-School	See Pre-School Terms of Trade		
Junior School	Years 1-3	\$1,558.00	\$15,580.00
Preparatory School	Years 4-5	\$1,850.00	\$18,500.00
	Year 6	\$1,885.00	\$18,850.00
	Years 7-8	\$1,917.50	\$19,175.00

International Students Levy - \$7,500 per annum in addition to the above rates. (See separate International Student Policy for full terms and conditions.) Family Room - \$5.75 per half hour (GST inclusive).

Enrolment Fee

All applications for enrolment must be accompanied by a deposit of \$500. Of this amount, \$250 is a non-refundable administration fee; the remaining \$250 will be credited to first term's account when the pupil enters The Cathedral Grammar School, but is otherwise non-refundable.

Fee and Disbursement Accounts

Invoices are due for payment on the 20th of the month February to December inclusive. They comprise:

February to November – 10 months	- 10% of annual tuition fee plus disbursements
December – 1 month	- 1 month disbursements only

Disbursements

Disbursements cover items and activities such as stationery, school trips, sports costs, visiting performers and other incidentals which relate directly to your child's activities at school. Many activities are subsidized by the school (such as sports coaching and affiliation fees). Parents will be informed in advance for the more costly items, such as school trips away or camps.

Costs for the use of the Family Room, an after-school care service for Junior School pupils, will be charged as a disbursement. Costs for music and drama tuition are invoiced by the itinerant teacher directly to the parent as this is a service facilitated, but not provided, by the school.

Payment of Fees and Disbursements

- Payments by credit card are not accepted.
- Fees are payable by due date as advised on the invoice.
- It is required that all fees and disbursements are paid by direct debit.
- It is accepted that direct debit may not suit all parents. In such case parents must ensure the account is paid in full prior to due date, as any outstanding balance shall be direct debited on due date.
- A 2% discount shall be applied to payment of the per annum tuition fee in full prior to Monday 10 February 2020. (Applies to domestic students only).

ESOL (English for Speakers of Other Languages)

The Principal, at his discretion, may decide that a child requires ESOL lessons to enable them to participate fully in the curriculum. The number and duration of lessons will be determined in conjunction with the parent. All costs for ESOL are passed on to parents and charged as a disbursement.

Overdue Accounts

All accounts are payable by the due date. Payment of all accounts is to be without set-off or deduction of any kind.

Compounding interest will be charged on the outstanding balance, at the rate of 2% per month, of accounts not paid by due date. If the account is not paid within sixty days of due date the school will pass that debt on to an external collection agency to manage. Our debt collection agent will charge a fee equal to 25% percent of the unpaid portion, but not less than \$100. Any and all collection costs will be recovered from the debtor.

The use of a collection agency is a last resort for the school and parents are encouraged to contact the school immediately there is a problem. Where an arrangement for the payment of an overdue account is entered into directly with the school, the school reserves the right to continue to charge interest on the overdue amount.

The pupil's place in the school becomes at risk if an account becomes more than three months overdue.

If a payment is dishonoured, an administration fee of \$100 (GST incl.) shall apply.

Voluntary Building Levy

The school applies a voluntary building levy of \$54.38 per term to each account. The levy shall be applied to the Building Fund to fund future capital works within the school. The levy shall be clearly itemized on termly invoices and, unless advice to the contrary is received from parents, shall be applied on due date. This levy is deductible for tax purposes and a record of the amount donated shall be sent to parents annually each April. The levy is held separately and used solely for the procurement of land and / or the provision of buildings or other capital works.

Fees Protection Insurance

All children at the school are covered by Fees Protection insurance. This insurance will pay the child's school tuition fees for a period of three years from the date of death of a parent or guardian of the child. (Please be aware that the usual pre-existing medical condition insurance conditions do apply to this policy).