



School Fees Collection Procedure

SCHOOL FEE ACCOUNTS

Only one fee account is generated per family. The school year consists of four terms. School fees are billed on a term basis. Fee accounts are distributed to parents two (2) weeks prior to the beginning of the next term. This account is sent to the addressee/s and the email/postal address listed in the Financial Information section of the Enrolment Contract. A new Enrolment Contract must be completed to change the person/s responsible for the payment of accounts.

DUE DATE

Term payments are due by the first Friday of the first week of each term.

DISCOUNTS

A Prompt Payment Discount of \$40 per student applies if the full term payment is received by the due date. An Annual Payment Discount of 5% is available if the fees for the year are paid prior to Friday of the first week of the school year. Please contact the School Fees Officer for more information.

PAYMENT METHODS

A variety of payment methods are available direct to the school including cash, cheque, credit card, EFTPOS, BPay, EFT, Direct Deposit and online via the Ipswich Grammar School website www.ipswichgrammar.com

OVERDUE ACCOUNTS

An account is classed as overdue when the term payment amount has not been received by the due date. Even if part of the term has been paid, the balance of the term is classed as overdue.

If fees are overdue, the following collection process will commence:

End of Week 1 of Term: Fees due

End of Week 2 of Term: A first copy of the account sent to addressee/s with a reminder

End of Week 3 of Term: A reminder letter with a second copy of the account sent to addressee/s



Unless an arrangement is made, a late payment fee of \$120 will be imposed and added to the account by the end of Week 4. End of Week 4 of Term: Collection calls, emails, all attempts made to make contact.

End of Week 5 of Term: An interview with the Headmaster/CEO will be requested.

End of Week 6 of Term: Account referred to Debt Collection Agency for full debt collection/recovery. Costs incurred with demand letters, skip/trace, solicitors' involvement etc. will be added to the amount outstanding.

GOVERNANCE

Any debt which has been referred to a Debt Collection Agency for full debt collection/recovery will have the approval of the Ipswich Grammar School Board of Trustees prior to suspension of the student being enforced.

SUSPENSION

Once the debt is in a 'full debt collection' category and parents do not make contact or do not commence payment of fees, the student/s will be suspended until such time as arrangements are made for the fees to be paid.

TERMINATION OF ENROLMENT

The school reserves the right to terminate a student's enrolment if fees are unpaid or collection processes result in a lack of participation from the parents to honour the outstanding fees.

NOTICE OF WITHDRAWAL

One term's notice period, in writing, is required if a student is to be withdrawn from the school or changes status from a boarder to a day student. If such notice is not given, a term's fees must be paid in lieu thereof.

CONTACTS

Accounts Office via (07) 3813 9625 or accounts@ipswichgrammar.com