

SCHOOL FEE PAYMENT OPTIONS



All parent/s and/or legal guardian/s who have signed the Enrolment Contract with the College are jointly and severally liable for the student's tuition fees and any other costs associated with the student's attendance at the College unless a Court Order states differently. A copy of any relevant Court Order or other documents stating amendments to financial and/or parental responsibility arrangements must be provided to the College as soon as relevant before or during the student's enrolment.

If a parent/guardian arranges for a third party to pay the fees, it is the responsibility of the parent/guardian to ensure payments occur.

Annual Fee Statements will be issued on 1 January each year and are able to be viewed on the Community Portal.

Account Fee payment methods

Payment in full before 31 January 2022

Full fee-paying families may pay the annual account in full prior to **31st January 2022**.

A 2.5% discount on the 2022 fee charges per child will be applied to the family account.

The annual fees account can be paid via BPay (Biller Code and Reference number are located on the Annual Fee Statement), Community Portal or at the College reception with cash, cheque or debit/credit card.

Payment Plans

Where accounts are not paid upfront, a Payment Plan is the preferred payment option. Payment Plans enable school fees to be paid directly from a nominated bank account or credit card. The College offers the following payment plan options:

Frequency	Payment Method	Timing
Weekly	Bank Account	40 payments from February to November
Fortnightly	Bank Account or Credit Card	20 payments from February to November
Monthly	Bank account or credit card	10 payments from February to November

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Payment Plan Dates

Weekly

Start Date	Finish Date
4 February 2022	4 November 2022
11 February 2022	11 November 2022

Fortnightly

Start Date	Finish Date
4 February 2022	28 October 2022
11 February 2022	4 November 2022

Monthly

Start Date	Finish Date
4 February 2022	4 November 2022
11 February 2022	11 November 2022

Direct Debit/Credit Card Payment Plan

New Families

The Direct Debit Request and Agreement (DDR) or Authority for Recurrent Payment by Credit Card forms are also available on the Community Portal and the College website. Please complete, scan and return via email to the Finance Office at fees@brigidine.qld.edu.au by 10 **December 2021**.

[Brigidine College Direct Debit Request \(DDR\) and Agreement](#)

[Brigidine College Authority for Recurrent Payment by Credit Card](#)

Existing Families

Once the Direct Debit Request and Agreement (DDR) or Authority for Recurrent Payment by Credit Card has been established it will continue for the duration of the student's enrolment. Each year the College will advise in writing the new instalment rate.

Should parents/ guardians wish to change the payment plan, please contact the Finance Office via email at fees@brigidine.qld.edu.au by 10 **December 2021**.



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Quarterly Fee Payments

Parents/ Guardians unable to pay in January or use the direct debit/credit card payment option, will be required to make quarterly payments. Quarterly payments are required to be paid in full, in advance. Each quarterly fee payment is due by the end of the **first week of each term** (28th January, 22nd April, 15th July and 7th October 2022).

Payments can be made via Bpay, Community Portal or at the College office. The Biller code and Reference number are located on the Annual fee statement.

Overdue Accounts

All accounts will be monitored and pursued by the College. Parents/Guardians have a responsibility to notify the College if their circumstances change and fee payment becomes an issue. In such circumstances, communication of the issue is paramount.

Parents/Guardians who are aware that a payment to the College will be late must contact the Finance Office by email – fees@brigidine.qld.edu.au or by phone 3002 0617 to advise that payment will be delayed and when payment will be made.

If the circumstances are significant, the parent/guardian shall request or will be requested to meet with the College Principal and/or College Business Manager to discuss the issues. In such cases, an extension of time may be granted; or in some circumstances there may be a consideration of amounts owing. Compassion for, and support of, families in special circumstances will always be a priority.

Where accounts are 21 days or more overdue, an administration charge of \$70 will be added to the family account.

Continued late payment or failure to pay College accounts without appropriate consultation with the College may:

- result in the matter being referred to an external collection agency; and/or
- consideration of enrolment into the following year; and/or
- enrolment of siblings.

Note that additional fees and charges may be applied to overdue accounts and/or if external parties are engaged by the College.

Termination of Enrolment

Where a parent/guardian of a student intends to withdraw, or cancel the student's enrolment, the College requires **at least** one term's notice of the cancellation, in writing before the withdrawal or cancellation date.

If withdrawal is to be effective at the end of the College year, written notice must be given to the Principal by the end of Term 3.

Where the parent/guardian fails to give at least one term's notice, the College reserves the right to invoice the parent/guardian for one term's fees and/or levies in lieu of notice.