

THE KING'S SCHOOL

SCHOOL FEES, BILLING AND PAYMENT PROCEDURES, AND OPTIONS FOR PAYMENT OF SCHOOL FEES EFFECTIVE 1 JANUARY 2010

1 THE COUNCIL OF THE KING'S SCHOOL FEE PAYMENT POLICY

- (a) **Termly Billing** - fees are due and payable in full by the first day of each term (see page 3);
- (b) **Monthly Direct Debit Billing** (please note you are now able to do this by Credit Card, Cheque account and Savings account) - fees are due and payable as and when instalments fall due (see page 4);
- (c) **Overseas Students** – fees are due and payable in full per semester (two terms) in advance, disbursements are payable termly (see page 8).

In the case of non payment, a boy may be excluded from the School during that term until such time as the fees are paid.

In persistent cases of non-payment the boy's place in the School may be forfeited.

2 SCHOOL FEES 2010

The following levels of school fees will apply from Term 1 2010.

	Tuition		Residential	
	(per term)	(per annum)	(per term)	(per annum)
Preparatory School				
Kindergarten	3,170	12,680		
Year 1	3,170	12,680		
Year 2	3,170	12,680		
Year 3	4,087	16,348		
Year 4	4,400	17,600		
Year 5	5,137	20,548	3,648	14,592
Year 6	5,137	20,548	3,648	14,592
Senior School				
Years 7-8	5,657	22,628	4,093	16,372
Years 9-10	5,657	22,628	4,402	17,608
Year 11	6,035	24,140	4,498	17,992
Year 12 (three terms only)	8,244	24,732	5,737	17,211

- (a) The sibling discount for tuition fees will be 10% where there are two or more brothers in the School. The discount will be applicable to the younger brother/s.
- (b) The sibling discount for residential fees will be 15% where there are two brothers in the School. The discount will be applicable to the younger brother.
Where there are three or more brothers in the School the residential fees discount for the third or subsequent brother/s will be 30%.
- (c) The charge for day boy lunches in the Senior School is not optional to parents. In 2010 it will be charged at the rate of \$344 a term.
- (d) Preparatory School lunch charges for 2010 will be \$5.50 per day.

BILLING OPTIONS

(a) Termly Billing

A fees statement will be sent for the ensuing term approximately two weeks prior to the term starting for School fees and disbursements. This account can be paid either by cheque, credit card (Mastercard, Visa or American Express), BPay (cheque or savings account) or Direct Debit (cheque or savings account).

The telephone number to call for payment by credit card is **1300 302 192**. Please refer to the reverse side of your fees statement for further details. **Please also note that if you wish to pay by credit card you will be charged a 2% surcharge to cover the merchant fees and handling.**

If you are paying by credit card using telephone banking please ensure that you are careful to use the reference number applicable to your payment selection located on the tear-off portion of the Fees Statement. This is important for the School's accounting system to determine whether a voluntary donation to the Foundation Building Fund has been included in the payment.

The School Council is appreciative of the great majority of parents paying their son's fees by the first day of each term. However, it has also requested that attention be drawn to that requirement where parents are paying fees on a termly basis as a small number of parents are regularly failing to meet that obligation.

It should be noted that as a result of that failure the School incurs costs and suffers losses. Therefore, a default charge of \$250 per month will be charged to all overdue accounts.

(b) Monthly Direct Debit Billing

This scheme is available either from the commencement of Term 1 or Term 3.

School fees will be debited to your nominated cheque account, savings account or credit card (a 2% surcharge will apply) in **ten** instalments on the 25th of the month from February to November. Any disbursements will be added to the first direct debit instalment to be deducted in each new term.

Parents will receive a fees statement at least 10 days prior to the date of the next debit to their account. Please note a \$30 charge will be made for any Direct Debits that are dishonoured.

Direct Debits that dishonour three times will automatically be cancelled from this scheme.

Please note that your intention to participate or withdraw from this scheme must be advised one month prior to Term 1 or Term 3.

Full Fee Paying Overseas Families are ineligible to participate in this scheme.

*Parents who wish to pay fees by Direct Debit either termly or monthly should complete the attached Direct Debit Request form and return them to the Bursar's Office no later than **4 January 2010**.*

*If parents are currently using the Direct Debit option of their choice they need **NOT** fill out these forms again, unless they wish to pay the current Termly Giving Foundation Building Fund amount of \$175 per term.*

*Parents in the scheme of paying by ten monthly instalments can only join that method of payment either at the beginning of **Term 1 (returning the forms to the School by 4 January 2010)**, or at the end of **Term 2 (returning forms to the School by 25 June 2010)**.*

*If you are currently in the ten instalments Direct Debit system and want to cancel out of that method of payment, please ensure that the School is advised by **4 January 2010**.*

(Parents wishing to include a voluntary contribution to the Foundation Building Fund in their Direct Debit payment should complete this section of the Direct Debit Request form.)



Direct Debit Request Service Agreement

The King's School

PO Box 1 PARRAMATTA NSW 2124

ABN 24 481 364 152

The following is your Direct Debit Service Agreement with The Council of The King's School & ABN 24 481 364 152. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

account means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between *you* and *us*.

banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by *you* to *us* is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the Direct Debit Request between *us* and *you*.

us or **we** means **The Council of The King's School** (the Debit User) *you* have authorised by signing a *Direct Debit Request*.

you means the customer who has signed or authorised by other means the *Direct Debit Request*.

your financial institution means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

1.1 By signing a *Direct Debit Request* or by providing *us* with a valid instruction, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

1.2 *We* will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

1.3 If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

<p>2. Amendments by us</p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least thirty (30) days written notice.</p>
<p>3. Amendments by you</p>	<p>3.1 <i>You</i> may change, stop or defer a debit payment, or terminate this agreement by providing us with at least thirty (30) days notification by writing to: The Council of The King’s School PO Box 1 Parramatta NSW 2124 or by telephoning us on 02 9683 8557 during business hours; or arranging it through your own financial institution.</p>
<p>4. Your obligations</p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>. <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p> <p>4.4 If The Council of The King’s School is liable to pay goods and services tax ("GST") on a supply made in connection with this <i>agreement</i>, then <i>you</i> agree to pay The Council of The King’s School on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.</p>
<p>5 Dispute</p>	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on phone number 02 9683 8557 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up with your financial institution direct.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>

<p>6. Accounts</p>	<p><i>You should check:</i></p> <ul style="list-style-type: none"> (a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions. (b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and (c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.
<p>7. Confidentiality</p>	<p>7.1 <i>We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</i></p> <p>7.2 <i>We will only disclose information that we have about you:</i></p> <ul style="list-style-type: none"> (a) to the extent specifically required by law; or (b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).
<p>8. Notice</p>	<p>8.1 <i>If you wish to notify us in writing about anything relating to this agreement, you should write to</i> The Council of The King’s School PO Box 1 Parramatta NSW 2124</p> <p>8.2 <i>We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.</i></p> <p>8.3 <i>Any notice will be deemed to have been received on the third banking day after posting.</i></p>

Comments Section (where applicable)