





## Terms and Conditions

1. Tuition Fees, Activity Fees and Facility Fees are billed according to your instalment/payment plan as nominated on the Direct Debit Authority Form.
2. School account balances must be cleared at the end of each Academic Year to ensure that the student's future enrolment can be maintained. Annual fees for students enrolled in Year 12 must be paid in full by the due date of the final instalment.
3. A Direct Debit Authority Form must be completed for each School account by the individual(s) responsible for the School fees. The Direct Debit Authority must be completed and returned to TIGS prior to the student(s) commencing at the School. If the Direct Debit Authority is not returned then all annual fees will be due and payable at the start of the School year or on the first day of attendance.
4. Any change to your commitment to pay fees must be made in writing and agreed to by the Finance Office with 2 days' notice of the payment date. This agreement remains in force whilst the student remains enrolled at the School or is replaced by another valid agreement.
5. Payments - Direct Debit payments will be on the Notified Balance as per the Statement according to your payment frequency. Statements will be emailed/sent at least monthly. Any extra-curricular charges outstanding on the School account for annual, monthly or quarterly payment frequencies will be debited on a monthly basis.
6. Activity fees cover the following: excursions, incursions, subject fees, camps, subject competitions, School magazine, and other related charges. Please note Annual Activity Fees are not refundable for non-attendance under any circumstances e.g. concurrent School activities, events or exams.
7. Whilst the School intends to cover all tuition related charges, other external specialist curriculum, co-curricular and extra-curricular charges e.g. external course fees, private bus transport, after School art classes, music tuition and instrument hire, etc. will continue to be billed separately. Information of the Activity will be provided in a timely manner for approval and payment to occur prior to the commencement of the activity. All term activities are charged on a per term basis and will not be discounted for non-attendance, for one way bus collections/drop offs or withdrawal of the student prior to Term end.
8. Participation in optional paid extra-curricular activities offered by the School is conditional upon School account balances being in good order. The School reserves the right to refuse student participation in optional activities whilst balances remain outstanding.
9. The annual Facility Fee is payable by each student enrolled at the School (Kindergarten – Year 12). The P&F Association subscription fee is payable by each family (Kindergarten – Year 12).
10. The School has a Fees in Advance Programme for early payments. Please contact the Business Manager for more information.
11. Financial assistance is available on a limited basis and subject to regular review for families who require short term financial assistance towards tuition fees only. Applications are available from the School's Business Manager.
12. Payments made by credit card will incur a surcharge relevant to the credit card used. Payment by Visa, MasterCard or American Express will incur a surcharge equivalent to the average annual cost of acceptance. This is equivalent to the actual transactional costs charged to the School. This surcharge will be charged automatically at the time of payment.
13. A fee of \$50 will be charged per dishonored payment. A fee of \$50 will be charged for each late fees per communication (letter, email).
14. Interest will be charged at the bank overdraft rate at the time each month, if payment is not received within the prescribed time as per the Direct Debit Authority form.
15. If any part of a debt to the School is referred to a collection agency then all associated charges including interest will be added to the debt and be recoverable by the School.
16. **A FULL TERMS NOTICE MUST BE GIVEN IN WRITING TO THE HEADMASTER OF WITHDRAWAL OF A STUDENT. NO OTHER FORMS OF ADVICE WILL BE ACCEPTED.** If this is not adhered to, a full term's fees will be charged. All fees and ancillary charges are required to be paid one week prior to the student's last day at School.
17. The School Council has the right to amend the Terms and Conditions annually or by providing a Terms notice in writing within the year.