

Fee regulations

Payment of School Accounts

All fees are due for payment upon receipt of the INVOICE. NO STATEMENT will be issued. Parents may be required to withdraw students whose fees have not been paid within the current term.

Should the student be unable to attend school because of non-payment of fees, the School requires that you pay the outstanding balance plus the next term's fees before the student can return to School.

If a student is unable to attend school at the beginning of term for any reason, the fees are nevertheless due. The Board cannot undertake to remit or refund fees, whether in lieu of notice or otherwise, on account of illness, quarantine or any cause whatsoever.

Depending on the subjects and extra curricular activities taken, additional incidental charges are likely to be incurred. These are invoiced on a term by term basis if and when required. Details are available on the School Portal.

Unpaid accounts will incur collection costs payable by the debtor, and may be subject to an interest charge.

Payment Options

As from 2013 all new accounts are to be paid by direct debit.

For accounts existing prior to 2013 payment made by internet banking is preferable. If using this method, please ensure the student name and account number is stated. The School's bank account number is 03-0195-0013812-00, Westpac Bank, Newmarket Branch.

Cash/cheque payable direct at the School Accounts Office or by mail. Cheques to be made out to Diocesan School for Girls.

Credit cards and EFTPOS are NOT available for the payment of fees.

Other payment options include 10 monthly equal payments by automatic payment starting February and finishing November or a lump sum at the beginning of each year. Please contact the Accounts Department on 520 0221 for further details. Please advise the Accounts Department by 15 December should you wish to take one of these options.

We encourage all parents to contact the Accounts department to put in place a direct debit arrangement.

Notice of Withdrawal

A minimum of one term's notice must be given in writing to the Principal to withdraw a student from the School or one term's fees shall be paid in lieu of notice, calculated from the date notice is given. Where notice is being given of intended withdrawal for the next academic year, such notice should be received by the School by the end of Term 3.

Fee Protection Scheme

The Board of Governors has in place a Fee Protection Scheme, which in the event of the death or terminal illness of either fee paying parent or legal guardian, provides for the payment of all fees for the remainder of the student's education at Diocesan School for Girls. However, this covers the fees only and does not cover any incidental charges. Upon payment of the first term's fees, new parents will qualify for the scheme. There is no separate premium as this is included in the fee structure. Parents must be under the age of 70 to qualify, if over 70, please contact the Finance Manager to discuss options.

The Fee Protection Scheme does not apply to International Students.

Nominated Fee Payer

In cases where the parent or guardian has nominated another person as the person responsible for the payment of fees, then that other person will be responsible in addition to and not in substitution for the parent or guardian. Only one invoice will be sent out per student.