

The following fees are payable for 2023. All fees shown

A table with two columns and two rows. The top row is completely redacted with a solid yellow background. The bottom row has a light yellow background for the first column and a solid yellow background for the second column.

## Important Notes

**Statements of Account –** Statements of Account are published to the Parent Portal on or around the 1st of each month from February each year. You will need to register for the Parent Portal and log in each time to view your Statement. The Statements cannot be split by child or to accommodate separate payment arrangements within families.

**Fees and Fee Instalments –** For Transition to Year 11, fees are payable in 10 monthly instalments from February to November inclusive, due on the 15th of each month. For Year 12, fees are payable in 8 monthly instalments from February to September inclusive. A final statement for the year may be issued in December for ad hoc charges. If a student is absent from school/boarding, fees will not be refunded for that period. For students who commence or leave part way through an instalment run, an interim charge will be calculated and included on your Statement of Account. The costs of special events, tours and ad hoc purchases are billed separately and can be paid for via the Abbotsleigh website.

If a monthly instalment is not paid by the end of the month in which it is due, a late payment fee of \$35 per student will apply. If at any time during the year a family becomes aware that they will have difficulty paying the fees by the due date, please contact the School prior to the due date of the next invoice to discuss the circumstances.

**Methods of Payment –** Abbotsleigh's preferred payment method for all fees is by direct debit. To set up a direct debit, please register online via this link (<https://payments.abbotsleigh.nsw.edu.au>) and nominate a bank account or credit card. This registration authorises Abbotsleigh to automatically deduct all fees on the Parent Account. If you elect not to set up a direct debit, payment may be made through the Parent Portal via credit card. Visa, Mastercard and Amex cards are accepted. A 1% surcharge is levied on all credit card payments to cover the bank fees incurred by Abbotsleigh. The School does not levy a surcharge on debit card transactions. Payment may also be made via BPAY or direct deposit. Please use your reference number as printed on your Statement of Account when paying via these methods. Payments must be made within the month they are due, otherwise a late payment fee will apply.

**Discount for Fees Paid in Advance –** A discount is available on Tuition and Boarding Fees if annual fees are paid in advance. Further information on the Fees in Advance Program is available on the Abbotsleigh website.

## AOGU Life Subscription – Year 12 students only

All Year 12 students have an automatic right to Life Membership of the Abbotsleigh Old Girls' Union (AOGU) upon payment of a one-off joining fee. The AOGU organises reunions, events and career programs and keeps Abbotsleigh Old Girls connected to each other and the School. The \$400 lifetime membership fee is collected on behalf of the AOGU, and for Year 12 students only, is added to your Parent Account in eight equal instalments of \$50 from February to September 2023. Membership of the AOGU is highly encouraged but not compulsory. Should you wish to not pay the Life Membership fee, please contact the School.

**Termination of enrolment –** If all the fees and charges are not paid when due, the School may terminate the enrolment of the student.

**Withdrawal –** If a student wishes to withdraw from the School, one term's notice in writing must be given to the Headmistress e.g. if a student intends to leave at the end of Term 4, notice must be provided by the end of Term 3. Otherwise, 25% of the annual Tuition Fees (including Boarding Fees where applicable) plus GST will be payable.

**Change in Boarding/Day Status –** Students enrolled as Boarders must remain as boarders for the duration of their enrolment unless otherwise agreed in writing by the School. The allocation of places at the School depends on this commitment.

**Tax Deductible Giving –** One-off or ongoing contributions can be made to the Abbotsleigh Foundation to support a range of School initiatives, including new buildings. A tax receipt is issued by the Foundation at the end of each financial year. To find out more, visit [www.abbotsleigh.nsw.edu.au/giving/ways-to-give](http://www.abbotsleigh.nsw.edu.au/giving/ways-to-give).

**Extended Payment Options –** Edstart or Futurity Investment Group offer facilities to enable parents to spread school fees over 12 months or longer. For a small fee, parents can make repayments in weekly, fortnightly or monthly instalments across the year. These facilities can also help avoid costly credit card interest charges where school fees are paid by credit card. For more information, visit \_\_\_\_\_

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