



**SCOTS PGC  
COLLEGE**  
Warwick, Queensland

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# Fee Schedule 2018

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07 4666 9811  
[scotspgc.com.au](http://scotspgc.com.au)  
60 Oxenham Street,  
Warwick QLD 4370





# Fee Schedule. Effective from Jan 1, 2018.

Fees are set by the College Council on an annual basis, although Council reserves the right to amend these at any time.

## Fee Explanations

### Technology Levy

Access to College computer network infrastructure, software, printers and internet access.

### Compulsory Expenses

Covers such items as the College Diary, academic aptitude testing, bus fares for academic excursions and sport.

## Enrolment Confirmation Fees

<b>Processing Fee</b>	For each Application for Enrolment lodged	\$50.00
<b>Confirmation Fee</b>	A once only payment for each new family enrolling at the College. Where a number of students across sub schools are enrolling, the lower amount applies.	
	Junior School student	\$100.00
	Middle School student	\$250.00
	Senior School student	\$500.00

## Family Discount

A family discount is available if one or more siblings, normally residing in the same residence, attend the school at the same time. The discount is 10% for the second child, 25% for the third child and 50% for the fourth and subsequent children, provided that no child is in receipt of any other bursary or scholarship. This discount applies to the Tuition Fee only.

Prep		Per Term	Per Year
	Tuition Fee	\$1045.75	\$4183.00
	Lunch (weekdays) (inc GST)	\$254.25	\$1017.00
	<b>Total</b>	<b>\$1300.00</b>	<b>\$5200.00</b>

Years 1-4		Per Term	Per Year
	Tuition Fee	\$1045.75	\$4183.00
	Lunch (weekdays) (inc GST)	\$254.25	\$1017.00
	<b>Total</b>	<b>\$1300.00</b>	<b>\$5200.00</b>

Years 5-6		Per Term	Per Year
<b>Day Students</b>	Tuition Fee	\$936.50	\$3746.00
	Technology Levy	\$77.25	\$309.00
	Lunch and Morning Tea (weekdays) (inc GST)	\$286.25	\$1145.00
	<b>Total</b>	<b>\$1300.00</b>	<b>\$5200.00</b>

Years 5-6		Per Term	Per Year
<b>Full Boarding Students</b>	Tuition Fee	\$936.50	\$3746.00
	Technology Levy	\$77.25	\$309.00
	Boarding Accommodation	\$3031.75	\$12,127.00
	Boarding Meals (inc GST)	\$1696.25	\$6785.00
	Boarding Activity Levy	\$44.50	\$178.00
	<b>Total</b>	<b>\$5786.25</b>	<b>\$23,145.00</b>



Year 7		Per Term	Per Year
<b>Day Students</b>	Tuition Fee	\$1251.00	\$5004.00
	Technology Levy	\$137.50	\$550.00
	Bookhire	\$57.75	\$231.00
	Compulsory Expenses	\$137.50	\$550.00
	Lunch and Morning Tea (weekdays) (inc GST)	\$286.25	\$1145.00
	<b>Total</b>	<b>\$1870.00</b>	<b>\$7480.00</b>
	<b>Full Boarding Students</b>	Tuition Fee	\$1251.00
Technology Levy		\$137.50	\$550.00
Bookhire		\$57.75	\$231.00
Compulsory Expenses		\$137.50	\$550.00
Boarding Accommodation		\$3031.75	\$12,127.00
Boarding Meals (inc GST)		\$1696.25	\$6785.00
Boarding Activity Levy		\$44.50	\$178.00
<b>Total</b>		<b>\$6356.25</b>	<b>\$25,425.00</b>
Year 8		Per Term	Per Year
<b>Day Students</b>	Tuition Fee	\$1594.25	\$6377.00
	Technology Levy	\$232.00	\$928.00
	Bookhire	\$99.25	\$397.00
	Compulsory Expenses	\$163.25	\$653.00
	Lunch and Morning Tea (weekdays) (inc GST)	\$286.25	\$1145.00
	<b>Total</b>	<b>\$2375.00</b>	<b>\$9500.00</b>
	<b>Full Boarding Students</b>	Tuition Fee	\$1594.25
Technology Levy		\$232.00	\$928.00
Bookhire		\$99.25	\$397.00
Compulsory Expenses		\$163.25	\$653.00
Boarding Accommodation		\$3031.75	\$12,127.00
Boarding Meals (inc GST)		\$1696.25	\$6785.00
Boarding Activity Levy		\$44.50	\$178.00
<b>Total</b>		<b>\$6861.25</b>	<b>\$27,445.00</b>

Years 9, 10 & 12		Per Term	Per Year
<b>Day Students</b>	Tuition Fee	\$1594.25	\$6377.00
	Technology Levy	\$232.00	\$928.00
	Bookhire	\$99.25	\$397.00
	Compulsory Expenses	\$163.25	\$653.00
	Lunch and Morning Tea (weekdays) (inc GST)	\$286.25	\$1145.00
	<b>Total (plus applicable subject levies)</b>	<b>\$2375.00</b>	<b>\$9500.00</b>
	<b>Full Boarding Students</b>	Tuition Fee	\$1594.25
Technology Levy		\$232.00	\$928.00
Bookhire		\$99.25	\$397.00
Compulsory Expenses		\$163.25	\$653.00
Boarding Accommodation		\$3031.75	\$12,127.00
Boarding Meals (inc GST)		\$1696.25	\$6785.00
Boarding Activity Levy		\$44.50	\$178.00
<b>Total (plus applicable subject levies)</b>		<b>\$6861.25</b>	<b>\$27,445.00</b>

Year 11		Per Term	Per Year
<b>Day Students</b>	Tuition Fee	\$1594.25	\$6377.00
	Technology Levy	\$232.00	\$928.00
	Bookhire	\$99.25	\$397.00
	Compulsory Expenses (includes Outward Bound Camp)	\$288.25	\$1153.00
	Lunch and Morning Tea (weekdays) (inc GST)	\$286.25	\$1145.00
	<b>Total (plus applicable subject levies)</b>	<b>\$2500.00</b>	<b>\$10,000.00</b>
	<b>Full Boarding Students</b>	Tuition Fee	\$1594.25
Technology Levy		\$232.00	\$928.00
Bookhire		\$99.25	\$397.00
Compulsory Expenses (includes Outward Bound Camp)		\$288.25	\$1153.00
Boarding Accommodation		\$3031.75	\$12,127.00
Boarding Meals (inc GST)		\$1696.25	\$6785.00
Boarding Activity Levy		\$44.50	\$178.00
<b>Total (plus applicable subject levies)</b>		<b>\$6986.25</b>	<b>\$27,945.00</b>

Subject Levies	Year Level	Art (per year)	Design & Technology (per year)
	Year 9	\$70.00	\$140.00
	Year 10	\$70.00	\$240.00
	Year 11	\$110.00	\$300.00
	Year 12	\$130.00	\$320.00

\*Plus other fees and charges depending what activities are undertaken (if applicable).



## Donations

	Per Term	Per Year
<b>Foundation Building Fund</b>	\$75.00	\$300.00
<b>P&amp;F Committee</b>	\$10.00	\$40.00
<b>SCOTS PGC Foundation Library Fund (Tax Deductible)</b>	\$30.00	\$120.00

NB. Donations are not compulsory payments but are usually given in order to continually improve and upgrade the facilities of the College. We encourage every SCOTS PGC family to donate as your support is a real investment in the present and future of the College.

## Due Dates for 2018 Fee Payments

<b>Term 1</b>	<b>24 January</b>
<b>Term 2</b>	<b>19 April</b>
<b>Term 3</b>	<b>11 July</b>
<b>Term 4</b>	<b>4 October</b>

Other than in extraordinary circumstances and with the written consent of the Principal, no student will be allowed to commence a new Term whilst all or part of the previous Term's fees remain outstanding. A late fee of 1.5% per month is payable on outstanding balances where there have been no arrangements made with the Principal or the Business Manager.

## Enrolment Options

### Tuition and Full Boarding

This includes tuition; full accommodation; all meals; supervised study sessions; pastoral care and tutorial programme; supervised sport; mid-week and weekend activities as timetabled\*; examination stationery, notes, etc; bookhire; laundry; Sister's medical supplies and school film nights.

This does not include sundry expenses for individual items and optional expenses such as music lessons; Speech and Drama; instrument hire; additional tutoring; commuter buses; camps; and items of a personal nature.

### Day Student Tuition

This includes tuition; supervised sport and mid-week activities as timetabled\*; examination stationery, notes, etc; bookhire; morning tea (Middle & Senior School); and lunch.

This does not include sundry expenses for individual items and optional expenses such as music lessons, instrument hire, additional tutoring, commuter buses, camps; TAFE courses; and items of a personal nature.

Day students are always welcome to join in weekend boarding activities for a small additional cost. Day students may also choose to occasionally board at the College at an additional cost of **\$80 for Overnight Boarding or \$200 for Weekend Boarding.**

### Tuition and Weekly Boarding

Families interested in this enrolment option should contact the Development Manager on (07) 4666 9811 or email [enrolments@scotspgc.com.au](mailto:enrolments@scotspgc.com.au).

### Changes in Enrolment

A half Term's notice in writing to the Development Manager or Business Manager is required for a change in enrolment status, eg from Boarder to Day Student.

A full Term's notice is required for the removal of a student from the College. A penalty of half the Term's fees will be charged where such notice is not given.

\*Charges apply to some specialised activities.

## Financial Assistance

Financial assistance may be available from the following State and Commonwealth Government departments:

**Centrelink – AIC / ABSTUDY** **132 318**

<http://www.humanservices.gov.au/customer/services/centrelink/assistance-for-isolated-children>

**ABSTUDY** **1800 132 317**

<http://www.humanservices.gov.au/customer/services/centrelink/abstudy>

**Qld Dept of Education – LAFHA** **1800 248 997**

<http://education.qld.gov.au/schools/grants/parents-students/living-away.html>

**Qld Transport** **(07) 4639 0777**

**Family Assistance Office** **131 650**

**NSW Public Schools** **(02) 6334 8070**

<http://www.schools.nsw.edu.au/rde/scholarships/lafha/index.php>



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# College Fee Policy

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The College considers the legal commitment of fees to rest with the parent/guardian specifically named on the student's enrolment application and the fee account (noted as parent/guardian in the remainder of the document). 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.

The College will not enter into any correspondence with the third party. All fee inquiries, and if necessary legal action, will be directed to the parent/guardian.

If necessary the College will refer outstanding accounts to its Solicitor. The parent/guardian will be contacted in writing that this action is pending and further opportunity will be provided to make payments before this occurs. All costs associated with the recovery of these fees will be passed onto the parent/guardian concerned.

Students with fees owing, will not be permitted to attend College events unless all fees are fully paid.

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## Payment Methods

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### **Direct Debit (from bank account or credit card)**

From the commencement of the 2018 school year all new families entering the College will be required to pay their school fees by direct debit from a bank account or credit card.

Direct debit assists families to successfully incorporate fee payment into their family budget. The direct debit scheme provides parent/guardians with two options:

#### **Option 1:**

Full balance of the term's amount on the following dates:

24th January 2018  
19th April 2018  
11th July 2018  
4th October 2018

#### **Option 2:**

Weekly, Fortnightly or Monthly direct debit payments from a bank account or credit card. Payment instalments are divided equally as per College prepared payment instalment schedule.

Whilst our preferred method of payment is by direct debit from a bank account or credit card, continuing families will still have the following options:

#### **Payment by BPAY**

The Biller Code and BPAY reference are located at the bottom left of your fees statement together with the payment amount. More information about using BPAY can be located on the internet [www.bpay.com.au](http://www.bpay.com.au)

#### **Paying in Person**

Office Hours: 8:00am to 4:00pm Monday to Friday.

Payment can be made at College Reception. EFTPOS facilities are available with Mastercard and Visa card being accepted.

#### **Mailing the Payment**

The bottom part of the College fee statement is returned with a cheque and addressed to SCOTS PGC College, 60 Oxenham Street, Warwick QLD 4370. Cheques are made payable to 'SCOTS PGC College'.

Credit card payment can also be mailed by completing the relevant details on the back of the fee statement and forwarding this authorisation, addressed to SCOTS PGC College, 60 Oxenham Street, Warwick QLD 4370.

#### **Pay by Phone**

Office Hours: 8:00am to 4:00pm Monday to Friday.  
Payment can be made by credit card by phoning Reception – 07 4666 9811.

#### **Direct Debit Authority**

(bank account or credit card).





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### Payment Process

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The College expects that all fees are to be paid promptly by the due date as indicated on each account.

Tuition and Boarding fees are billed on a per term basis. All other fees and charges are billed on a monthly basis. International students are billed on a per semester basis.

The Voluntary Foundation Building Fund and Foundation Library Fund, per family, is entered on each term's fee statement.

The date when the current term's fees are due is shown on the statement.

For continuing families not on direct debit, payment must be made by the due date printed on the statement. If payment is not received the following process will apply:

**Reminder Notice** sent within a week of the due date.

Two weeks after the due date, a **1st notice** letter is sent, stating that payment is now overdue. This letter will also provide payment options – i.e.: credit card, direct debit, 'payment instalment schedule'.

If payment has not been received, two weeks after the date of the 1st notice, a **2nd notice** letter is sent requesting payment. This letter outlines legal action if payment or contact is not received.

**Final notice** is to be sent two weeks after the **2nd notice**. This letter advises the parent/guardian of legal action and that the student is no longer able to attend the College until the account is paid in full or payment instalment schedule is in place.

If no arrangements are in place two weeks after the **Final notice**, the account is forwarded to the College solicitor for recovery.

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### Establishing Payment Methods

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Direct Debit/Credit Card Form will be forwarded once the annual school fees have been set. This form needs to be completed and returned to the Finance Office by 23rd January. (Direct debit is not an ongoing arrangement and needs to be renewed yearly);

It is the family's responsibility to ensure that funds are available in their accounts on the days the Finance Office processes the payment to prevent the transactions being declined;

BPAY – the biller code appears on the Term Accounts;

Cheque – all cheques are to be made payable to SCOTS PGC College;

Cash or EFTPOS – cash will be accepted and EFTPOS is available at the Finance Office. The Finance Office is open 8am to 4pm Monday to Friday

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### Overdue Accounts

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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 with the College is paramount. It is requested that the parents/guardians will:

Contact the Finance Office on 07 4666 9811 and advise Finance Office staff that payment may be delayed;

If the circumstances are significant the parent/guardian will be requested to meet with the Principal or Business Manager to discuss the issues. In such cases the Principal/Business Manager may grant provision for extensions of time for payment. Compassion and support of families in special circumstances will always be a priority.

Interest on overdue school fees may be charged by the College.

Continuing failure to pay school fees without correspondence with the College will result in the review of the student's enrolment.

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### Overseas Students

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It is the responsibility of the parent/guardian of overseas students to ensure that their school fees are paid by the due date. When overseas student's fees are not paid and the account is more than one term overdue, the Principal will review the student's enrolment at the College if the parents/guardians are unable to meet school fee payments.

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### Financial Assistance

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Financial Assistance will be determined by the College's Finance committee after an application for assistance has been made. Any reduction in fees will be considered in terms of the financial needs of the family concerned, and the efforts these parents/guardians make in paying their fees.

Families wishing to apply for financial assistance, should contact the Finance Office on 07 4666 9811 and request an Application for Financial Assistance Form.

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### Conditions of Entry

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We encourage you to familiarise yourself with the College's Conditions of Entry. This information can be found on your child's Application for Enrolment Form.

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### Conclusion

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Parents/guardians have a choice to send their sons and daughters to SCOTS PGC College. The College provides all students access to the best possible education. The range of educational offerings, facilities and co-curricular programmes are substantially funded by annual school fees and are highly dependent on accounts being paid on time. Accordingly, parent/guardian support in making the payment of school fees a priority is appreciated.



## Method of Payment

### BPAY

Contact your participating financial institution to make payment from your cheque or savings account.

Biller Code: 292854

Reference: Your family number (shown on Page 1 of your Statement)

For more information visit [www.bpay.com.au](http://www.bpay.com.au)

### Post

Post the detachable payment slip from your Statement with your cheque made payable to SCOTS PGC College, 60 Oxenham Street, Warwick QLD 4370

### In Person

Bring your Statement into the Administration Office and pay our Receptionist by cash, cheque, EFTPOS or credit card. NB Credit Card payments attract a processing fee of 1% for Visa, Bankcard and Mastercard plus any applicable GST - some exemptions may apply.

### Direct Debit

To register for automatic direct debit payments from your cheque or savings account, please complete and return to us the Direct Debit Form found at the back of this Schedule.

## Direct Debit Request – Service Agreement

### 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.

business 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 SCOTS PGC College you have authorised by signing a direct debit request.

you means the customer who signed the direct debit request.

your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

### 1. Debiting your account

1.1 By signing a direct debit request, 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 business day, we may direct your financial institution to debit your account on the following business day.

If you are unsure about which day your account has or will be debited you should ask your financial institution.

### 2. Changes by us

2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

### 3. Changes by you

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on (07) 4666 9811.

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least twenty-eight (28) days before the next debit day. This notice should be given to us in the first instance.

3.3 You may also cancel your authority for us to debit your account at any time by giving us twenty-eight (28) days notice in writing before the next debit day. This notice should be given to us in the first instance.

### 4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

(a) you may be charged a fee and/or interest by your financial institution;

(b) you may also incur fees or charges imposed or incurred by us; and

(c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.3 You should check your account statement to verify that the amounts debited from your account are correct

4.4 If SCOTS PGC College is liable to pay goods and services tax ("GST") on a supply made in connection with this agreement, then you agree to pay SCOTS PGC College on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

### 5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly on (07) 4666 9811 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

### 6. Accounts

You should check:

(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

(b) your account details which you have provided to us are correct by checking them against a recent account statement; and

(c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

### 7. Confidentiality

7.1 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.

7.2 We will only disclose information that we have about you:

(a) to the extent specifically required by law; or

(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

### 8. Notice

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to The Business Manager, SCOTS PGC College, 60 Oxenham Street, WARWICK QLD 4370.

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.

8.3 Any notice will be deemed to have been received two business days after it is posted.



# Direct Debit Request – Student Fees

Request and Authority to debit the account named below to pay SCOTS PGC College.

## Request and Authority to debit

Family name \_\_\_\_\_ Given names \_\_\_\_\_

Family Number (from your Fee Statement) \_\_\_\_\_

Names of Students \_\_\_\_\_

Request and authorise SCOTS PGC College (the College ) to arrange for any amount the College may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement [and any further instructions provided below].

## Insert the name and address of financial institution at which account is held

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_

## Insert details of account to be debited

Name of account \_\_\_\_\_

BSB number \_\_\_\_\_ Account number \_\_\_\_\_

## Acknowledgment

By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and SCOTS PGC College as set out in this Request and in your Direct Debit Request Service Agreement.

## Frequency of Debits

The maximum amount to be debited at any one time is:

\$ \_\_\_\_\_ (amount in words) **OR**

The first debit may be made on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and at weekly / fortnightly / monthly / quarterly / half yearly intervals after that **OR**

Debits may be made fourteen days after the issue of a billing advice

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

**OFFICE USE ONLY:** Family Number \_\_\_\_\_







**SCOTS PGC  
COLLEGE**  
Warwick, Queensland

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### Where to find us

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#### By road

Warwick is serviced by road primarily by the Cunningham and New England Highways. It is a central hub on the Darling Downs and within one hour of Toowoomba and Stanthorpe and 2 hours to Brisbane.

#### By air

A small light plane airport located approximately 10 minutes from the town centre services Warwick or Toowoomba Airport is approximately 1 hour 10 minutes drive away.

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### Contact us

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60 Oxenham Street  
Warwick Qld 4370  
P: +61 7 4666 9811  
F: +61 7 4666 9812  
E: [enrolments@scotspgc.com.au](mailto:enrolments@scotspgc.com.au)  
[www.scotspgc.com.au](http://www.scotspgc.com.au)

#### Locke Street Campus - Girls Boarding

P: +61 7 4666 9882

#### Oxenham Street Campus - Boys Boarding

Junior School Prep - Year 4

Middle School Years 5-7

Senior School Years 8 -12

P: +61 7 4666 9811

F: +61 7 4666 9812

