



## Fees in Advance – Tuition and Boarding

The fees in advance program enables families to pay Tuition and Boarding Fees (if applicable) in advance. To receive a discount for payment of fees in advance, the prepayment must cover at least one full year of Tuition fees and Boarding fees, paid prior to 4 January 2022 in respect of the 2022 school year. Fees in advance for more than one full year may be paid at anytime during the year.

Where tuition and Boarding Fees are paid in advance, fees for each relevant prepaid year will be billed to your family account, as set out in the College Fees document published by the College for each relevant year (“scheduled fees”).

Discounts for tuition or Boarding Fees prepaid in advance for at least one full school year are as follows:

- 1.5 per cent of the next year’s scheduled fees (2022)
- 3.0 per cent of the second year’s scheduled fees (2023); and
- 4.5 per cent of the next year’s scheduled fees (add a further 1.5 per cent for each additional year)

Fees in advance covers Tuition and Boarding Fees only; any ancillary charges on your family account are not eligible for discount. Paying in advance does not set or limit Tuition or Boarding Fee increases for future years.

### Family account and invoicing

- You will continue to receive invoices prior to the commencement of each new year and in December each year, which will include credits for fees paid in advance, Tuition and Boarding Fees (if applicable) and ancillary charges. Further customised invoices will not be issued.
- As fees in advance payments apply to Tuition and Boarding Fees only, additional payments are required for any charges (e.g. ancillary charges such as co-curricular) other than Tuition and Boarding Fees that are included on your family account.
- To the extent you do not pay for ancillary charges as and when they fall due, the credit balance for future Tuition and Boarding Fees will be utilised at a faster rate than if applied to Tuition and Boarding Fees only.
- The College will show separately on the family account, a discount against Tuition Fees charged. By way of example, a schedule is attached which sets out the principles of this process. No discount will apply to other charges on the family account.
- Where the family account remains in credit, the credit will be carried forward to the next statement date as an opening balance so that the family will be able to determine at each invoice date the credit balance remaining on their family account.
- Fees paid in advance cannot be applied to the Building Fund. Should you wish to make donations to the College Building Fund, this should be made separately through the payments section on the College website.

### Terms and Conditions

- Fees in advance must be applied to all students in a family equally, at the Tuition fee rate applicable to their year group.
- A refund of any unutilised advance payments will only be made on withdrawal of the student, including completion of their Year 12 studies, or in exceptional cases (such as a scholarship being awarded), on application to and approval by the Principal. Interest will not be paid on any balance to be refunded.
- The payment of Tuition Fees in advance program is subject to periodic review and amendment.



- Amounts previously paid in advance will remain subject to the conditions applicable at the time those payments were made.
- Additional payments to “top up” fees in advance where the credit has been reduced due to ancillary charges, will not attract a discount.
- Additional Tuition fee payments in advance will only be accepted following further written application and approval by the College and will be subject to the conditions in place at the time of the subsequent application.

## How to participate

- **Fees in advance for one year only.** Parents wishing to pay Tuition and/or Boarding Fees in advance for the 2022 school year should pay the full amount of Tuition and Boarding Fees owing (with no discount deducted) as per the scheduled fees by 4 January 2022. Once the payment is made in full, an email should be sent to [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) for the 1.5 per cent discount to be applied to your family account in the first Tuition fee instalment issued in January 2022.
- **Fees in advance for two or more years.** A request to pay fees in advance for more than two years is subject to confirmed acceptance by the College. The attached Request To Pay Tuition Fees In Advance form should be completed and returned to [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au). A schedule will then be returned providing the estimated future Tuition Fees for these years, the applicable discount and the date by which the amount is to be paid to the College for the years requested.

Families new to the College in 2022 should email Finance at [finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au) for your BPAY and Family Reference Number, as these are required to pay fees in advance.

## Method of payment

- Payment of fees in advance must be made by BPAY using your family reference number and BPAY reference. The full paid in advance amount must be received by the due date above, or as advised by the Finance Department for payments of more than one year, to be eligible for the fees paid in advance discount.



## EXAMPLE: ACCOUNTING FOR FEES PAID IN ADVANCE

Following is an example family account for the prepayment of Years 10 to 12. Sample transactions have been included to demonstrate the payment process.

Year	Date	Detail	Discount	Debit	Credit	Balance
1	05/12	December sundry charges		\$900.00		\$900.00
1	05/12	Fees in advance			-\$106,516.35	-\$105,616.35
2	31/12	Payment of sundry charges			-\$900.00	-\$106,516.35
2	10/01	First instalment Year 10		\$8,457.50		-\$98,058.85
2	10/01	Discount	1.5%		-\$126.86	-\$98,185.71
2	10/04	Second instalment Year 10		\$8,457.50		-\$89,728.21
2	10/04	Discount	1.5%		-\$126.86	-\$89,855.08
2	10/04	Sport, co-curricular, etc.		\$1,500.00		-\$88,355.08
2	20/04	Payment of sundry charges			-\$1,500.00	-\$89,855.08
2	30/06	Third instalment Year 10		\$8,457.50		-\$81,397.58
2	30/06	Discount	1.5%		-\$126.86	-\$81,524.44
2	30/06	Sport, co-curricular, etc.		\$800.00		-\$80,724.44
2	13/07	Payment of sundry charges			-\$800.00	-\$81,524.44
2	20/09	<b>Fourth instalment Year 10</b>		\$8,457.50		-\$73,066.94
2	20/09	Discount	1.5%		-\$126.86	-\$73,193.80
2	20/09	Sport, co-curricular, etc.		\$1,500.00		-\$71,693.80
2	05/10	Payment of sundry charges			-\$1,500.00	-\$73,193.80
2	10/12	Sport, co-curricular, etc.		\$800.00		-\$72,393.80
2	31/12	Payment of sundry charges			-\$800.00	-\$73,193.80
3	10/01	First instalment Year 11		\$9,275.00		-\$63,918.80
3	10/01	Discount	3.0%		-\$278.25	-\$64,197.05
3	10/04	Second instalment Year 11		\$9,275.00		-\$54,922.05
3	10/04	Discount	3.0%		-\$278.25	-\$55,200.30
3	10/04	Sport, co-curricular, etc.		\$1,500.00		-\$53,700.30
3	20/04	Payment of sundry charges			-\$1,500.00	-\$55,200.30
3	30/06	Third instalment Year 11		\$9,275.00		-\$45,925.30
3	30/06	Discount	3.0%		-\$278.25	-\$46,203.55
3	30/06	Sport, co-curricular, etc.		\$800.00		-\$45,403.55
3	13/07	Payment of sundry charges			-\$800.00	-\$46,203.55
3	20/09	<b>Fourth instalment Year 11</b>		\$9,275.00		-\$36,928.55
3	20/09	Discount	3.0%		-\$278.25	-\$37,206.80
3	20/09	Sport, co-curricular, etc.		\$1,500.00		-\$35,706.80
3	05/10	Payment of sundry charges			-\$1,500.00	-\$37,206.80
3	10/12	Sport, co-curricular, etc.		\$800.00		-\$36,406.80
3	31/12	Payment of sundry charges			-\$800.00	-\$37,206.80
4	10/01	First instalment Year 12		\$12,986.67		-\$24,220.13
4	10/01	Discount	4.5%		-\$584.40	-\$24,804.53
4	10/04	Second instalment Year 12		\$12,986.67		-\$11,817.87
4	10/04	Discount	4.5%		-\$584.40	-\$12,402.27
4	10/04	Sport, co-curricular, etc.		\$1,500.00		-\$10,902.27
4	20/04	Payment of sundry charges			-\$1,500.00	-\$12,402.27
4	30/06	<b>Third (Final) instalment Year 12</b>		\$12,986.67		\$584.40
4	30/06	Discount	4.5%		-\$584.40	\$0.00
4	30/06	Sport, co-curricular, etc.		\$800.00		\$800.00
4	13/07	Payment of sundry charges			-\$800.00	\$0.00



## Request To Pay Tuition Fees In Advance

(to be completed for fees prepaid for two or more years only)

Chief Financial Officer  
[finance@pymblelc.nsw.edu.au](mailto:finance@pymblelc.nsw.edu.au)  
Pymble Ladies' College

I wish to remit Tuition Fees in advance and request that you provide a schedule estimating the total amount payable in respect of:

Student Name(s) and Year Level: .....

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Family Reference Number ..... Years to be prepaid.....

**I accept the terms and conditions set out in this document (*Tuition Fee Payments in Advance*) dated 6 December 2021**

Name .....

Signature ..... Date.....

### Finance Department use

Approved.....Date.....