

## Tuition Fees Instalment Plan 10 Instalments (Feb-Nov)

### Procedures, Terms and Conditions:

1. Participation in the Monthly Instalment Plan ("10MIP") will only be available to families that do not have any outstanding balance owing to NBCS as at the end of Week 1, Term 1.
2. There is no additional charge for selecting the option to pay over 10 monthly instalments.
3. The 10 instalments only cover your tuition fees for the year. Any **ancillary charges** will be billed towards the end of each term and these will need to be paid separately.
4. To assist those who will be using the 10 MIP, we have created a tool that will calculate the monthly instalment amount. You can download the calculator tool by [clicking here](#). Please note that the calculator only works on the **desktop** version of Excel, not the web version.  
The calculator requires you to complete sections that are shaded blue:
  - i. The drop-down arrow(s) to select the school grade for each of your children (in the order of eldest to youngest);
  - ii. For Year 7 enrolments only, inserting the 'Year 7 Commitment Fee' amount that has already been paid towards Term 1 Year 7 fees; and
  - iii. Inserting any credit balance you may have carried forward from the prior year as shown on your tuition statement.
 We advise that the calculator tool is best used on a laptop or desktop computer.
5. If you would like to support the NBCS Building Fund via a tax-deductible donation and you are using the 10 MIP, the calculator provides the opportunity to include the amount you would like to donate for the whole year and your donation will be spread across the 10 monthly instalments.
6. The 10 monthly instalments will be due for payment on the 17<sup>th</sup> day of each month in the months of February to November inclusive.
7. Participation in the 10 MIP arrangement cannot be accepted after 17 February.
8. Methodology for payment via BPAY and the setup of a recurring monthly instalment is set up by parents with their financial institution. It is NOT set up by NBCS.

**Biller Code: 555409**

**BPAY reference number: 7-digit number on your Tuition Fee statement**

BPAY allows payments to be made from a cheque or savings account, as well as from credit card accounts. Note that some financial institutions treat credit card BPAY payments as 'cash advances' with the possibility that interest charges accrue immediately. Please check with your financial institution in this regard. NBCS does **not** levy a surcharge if using a credit card for 10MIP.

9. Should a monthly instalment not be made by the due date, the missed payment will need to be rectified by the 21<sup>st</sup> day of the relevant month.
10. In any given school year, should more than 2 monthly payments be not made by the 17<sup>th</sup> day of the relevant month, the 10MIP will no longer be offered and all outstanding Tuition Fees and future Tuition Fees for the year will then revert to becoming due and payable by the end of Week 3 of each Term.
11. Should Tuition Fees become due and payable as a result of more than 2 monthly payments being missed in the year (refer points 9&10 above), NBCS will apply the standard administration charges for overdue tuition fees based on the standard due dates notified on each Term's statement. Please refer to the NBCS website for more details.