



FEES AND PAYMENT METHODS 2009

Please find attached for your information the Board of Directors Regulations and Fees for 2009.

For your convenience The Peninsula School offers a range of payment methods, as listed below:

- **Payment by Billing**

Accounts are sent to parents/guardians on the issue dates. For 2009, the relevant dates are 19 January 2009, 7 April 2009, 20 July 2009 and the supplementary account on 6 November 2009. These are payable in full within 30 days from the issue date or 14 days if paying by credit card. Fees unpaid at the end of 30 days after the date of issue of the account will be subject to an **ADMINISTRATION CHARGE OF \$250**.

- **Payment by B-Pay**

The School encourages the use of B-Pay, as it is an easy and secure method of paying fees. Please contact your participating financial institution for terms and conditions. Our Biller Code and your reference number appear on your account. B-Pay payments, including those by credit card, are due within 30 days of the date of issue of the account.

- **Payment Monthly**

School Plan, a company associated with the Australian Scholarship Group, provides a means to transfer funds for fees monthly direct from parents' bank accounts. School Plan pays the School on the due dates. Information on School Plan is available from the School or directly from School Plan - 23-35 Hanover Street, Oakleigh, Victoria, 3166, telephone (03) 9276 7711, www.schoolplan.com.au. There are other companies offering a similar service and you may choose to explore such alternatives.

- **Payment Yearly**

If tuition fees (and boarding fees if applicable) for 2009 are paid in advance, a 3% discount applies. Please refer to the accompanying Advance Payment Option form for applicable discounted fees and payment dates. Payment must be made on or prior to **TUESDAY 13 JANUARY 2009**.

- **Payment by Charge Card**

The School accepts payment by eftpos (may only be done in person), as well as Mastercard and Visa.

Payment by credit card can be made as follows:

1. Online at www.tps.vic.edu.au. Go to "PAYMENTS" on the main menu. You will need your Bpay reference number.
2. Telephone 1300 731 858 and follow the prompts. You will need your B-Pay reference number.
3. Via Bpay (refer above).

DUE TO THE HIGH COST OF MERCHANT FEES, PAYMENTS BY CREDIT CARD WILL ONLY BE ACCEPTED UP TO 14 DAYS FROM THE DATE OF THE FEES BILLING STATEMENT.

Two other items on the Fee Notice often require special explanation:

- **Transport Fee – Years 3-12**

This is a once a year charge payable with the first billing each year. It is an inclusive charge for bus travel for the year to sporting fixtures, academic excursions, the School Camp at Glenmaggie and off-campus lessons.

- **Parents Association Contribution**

This small voluntary contribution is designed to assist the Parents' Association in the provision of aid to the School.

If you require further information please contact the Business Manager's office.

MW Massey
Business Manager