

## **FINANCE PACK – FAQ's**

### **How much are the Annual Tuition Fees?**

- Annual Tuition Fees are ratified by the College Board. The College will post the coming year Fee Schedule to our website in mid-November each year.

### **How Do I Pay?**

- The College preferred method is via a Scheduled Payment Plan, either payment in full by 28 February, or via 10 monthly instalments February – November.
- Payment Authorities are included in the Finance Pack envelope for you to return with your daughter on Discovery Day, or alternately, you may return via email directly to [familyaccounts@avilacollege.vic.edu.au](mailto:familyaccounts@avilacollege.vic.edu.au)

### **Do I receive a Tax Invoice/Statement?**

- Your Annual Tuition Fees Tax Invoice/Statement is emailed by mid-February each year for your records.
- Interim statements are sent during the year to keep you updated on progress of your account.
- If you elect to pay in full by 28 February each year, a final statement will be emailed to you in March.

### **Do I receive a discount if I elect to pay in full by 28 February?**

- A discount applies if Tuition Fees are paid in full upfront by the due date. Please refer to our Fee Schedule on our website.

### **Do I need to update my payment plan preference every year?**

- No. Once your payment plan is selected, it will continue on until the last year of attendance or when fees have been finalised, unless you wish change your payment plan preference.

### **When are payments deducted from my nominated Bank or Credit Card account if I elect monthly instalments?**

- The payment term set for each year is from February to November.
- Direct Debit from your nominated bank account occurs on the 15<sup>th</sup> or 30<sup>th</sup> of each month, as per your preference indicated on the Payment Option Form.
- Direct Debit from your nominated Credit Card is processed on the 25<sup>th</sup> of each month.

**What if the payment “due date” falls on a weekend or public holiday?**

- Payments are deducted on the next business day.

**What if my circumstances change?**

- In the event your family situation changes, please reach out to [familyaccounts@avilacollege.vic.edu.au](mailto:familyaccounts@avilacollege.vic.edu.au) as soon as possible.  
A Change of Details form may need to be completed.

**How do I contact the Finance Department?**

- Please contact the Finance Officer – Family Accounts via telephone 03 9831 9600  
– or – email [familyaccounts@avilacollege.vic.edu.au](mailto:familyaccounts@avilacollege.vic.edu.au)
- We are here to help. Always reach out to discuss with us if you are uncertain on any matter concerning our Fee Policy, or payment of fees. We value our partnership with our families and will endeavour to work through any issues proactively and promptly with you.