



Business Office

1. Annual Statement

In January 2020 the Business Office will email parents the 2020 Annual Statement. The Statement includes Tuition fees and the Facilities and Activities Levy. Parents who choose to pay this Annual Statement in full by **7 February 2020** will receive a discount of 2%.

If parents choose not to pay the Annual Statement in full, a reminder statement will be sent each month. These statements will include a payment schedule detailing the monthly instalment amount due. Any additional charges will be added to the reminder statement that have been occurred in that month.

Methods of payment are fully detailed on the reverse of the Statement and include payment options for cash, cheque, credit card, BPAY and electronic direct deposit to the School's bank account.

There is also the option to set up a monthly direct debit or credit card transaction with the School on your behalf.

The Direct Debit Request or Credit Card Authority form is available on the Back to School page on the School's website and is also attached to the Annual Statement.

Please return the completed form to the Business Office prior to 7 February 2020; and

Please note that any authorities will remain in place for subsequent years unless the "Please STOP this agreement" box is ticked. All other 2019 payment authorities for Direct Debits and Credit Cards have been cancelled.

The following items will not be covered by the Facilities and Activities Levy. These costs will be charged to the parent account as they arise:

- Rowing
- Music tuition and instrument hire
- Outdoor Education (ODE) camp gear hire
- Library fines
- Tablet programme (Grade 9 and 10)

The following items are also not covered by the Facilities and Activities Levy, and are not charged to the parent account. Details of these amounts will be sent accordingly from the relevant School Departments:

- Non-compulsory trips and events
- Loss/damage to school property

2. The Business Team and Office Hours

The Business Office operates from the Senior Campus (36 Button Street, Mowbray) and is open from 8.30am to 5.00pm Monday to Friday.

The Team consists of five members of staff covering Accounts Payable, Accounts Receivable, Payroll, Business Office Administration, Debtor Management and Financials.

For any Parent account questions please email receivable@lcgs.tas.edu.au or call 03 6336 6081.

3. Important Information

- The statement includes a 7 digit Account Number. This number is also referred to as your Parent Code and is unique to each family. Please quote the Account Number as reference for any electronic transfers and for payments made over the phone.
- Excursions and individual subject trips cannot be paid using BPAY and are not charged to the parent account. Please contact the Business Office with any queries relating to these additional charges (receivable@lcgs.tas.edu.au or call 03 6336 6081).
- The Business Office is open during the School Term breaks from 8:30am to 4:30pm.