



# 2026 Fee Schedule

## Early Childhood Education Centre

### Tuition Fee

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Daily | \$170

### Application Fees

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**Payable at the time of submitting an application. Fee is non-refundable and non-transferrable.**

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|-----------------------|-----------------------|
| 1st child             | \$275 (including GST) |
| Any consecutive child | \$220 (including GST) |

#### Variations

Payment of the application fee is waived for children of Hills Grammar Alumni

### Enrolment Fee

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**Payable at the time of accepting an offer of enrolment. Non-refundable and Non-transferrable | \$1,750**

Enrolment in ECEC prioritises access to the Kindergarten admission process at Hills Grammar. An interview with the Head of Junior School, an offer of a place and payment equivalent to one Term's fees in advance is required by 30 June 2026 to secure your child's place in Kindergarten for 2027.

### Voluntary Building Fund Donations (Fully Tax Deductible)

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All parents/carers are encouraged to support the School's refurbishment and building projects by donating to a Voluntary Building Fund (fully tax deductible). The suggested tax-deductible Building Fund donation of \$750 per annum allows the School to develop and maintain our first-class facilities.

The voluntary donation payment methods are shown on the annual notification of fees and monthly statements and will help the School foster each student's potential for greatness.

### Invoicing and Statements

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- Daily fees are billed fortnightly and are invoiced four weeks in advance. Invoices are issued by email only. Invoices are issued seven days before the due date for payment.
- Invoices are issued by HubWorks on behalf of ECEC. Hubworks uses the following email address to communicate with parents/ carers: [communications@hubworks.com.au](mailto:communications@hubworks.com.au). HubWorks is an accredited web-based childcare management system (CCMS) that manages the electronic reporting of child attendances and enrolments to the Government.
- The first invoice will be issued on 28 January, after ECEC has commenced and after your Child Care Subsidy (CCS) has started. This allows us to incorporate the Start Strong Fee Relief payments into eligible invoices.
- Fees are payable in advance for every day of your child's enrolment, including sick days and family holidays. This excludes public holidays and the days when ECEC is officially closed.
- The CCS is available to all parents/carers who are Australian Residents. Parents/carers must contact the Family Assistance Office to register for the CCS. Invoices will recognise an estimate of any CCS that is to be paid to the School in reduction of the tuition fees. Parents seeking further information about the CCS should visit <https://www.humanservices.gov.au/individuals/services/centrelink/childcaresubsidy>
- Parents/carers with children also enrolled in Kindergarten to Year 12 should note that in order to comply with government regulations, the attendance and invoicing information for the ECEC is maintained on a separate accounting system. As a result, ECEC transactions will be invoiced separately.
- Please note the arrangements for invoicing described above are subject to change and any changes will be communicated to parents in advance.

## Late Fee

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- ECEC's hours are 7.30am – 6.00pm.
- Parents/carers who arrive after 6.00pm to collect their children will incur a late fee of \$20 for every 10 minutes or part thereof. Parents/ carers must sign a late form and the fee will be billed on the next invoice.

## Incidental Billing

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- The tuition fee does not include uniform, incursions, excursions and some other activities.
- Parents/carers are to provide their written consent to additional items such as incursions, and excursions prior to them being charged.
- Charges arising from such additional activities are billed in the fortnight when they are incurred.

## Method of Payment

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### Compulsory Direct Debit

- All fees must be paid by Direct Debit in advance through the School's secure banking platform provided by Commonwealth Bank.
- The Direct Debit fortnightly authorisation will automatically continue until the student leaves or the family withdraws from the ECEC.
- Any families not utilising the Direct Debit through the School's chosen banking system will be charged a \$20 monthly administration fee.

### Bank Charges

Direct Debit via debit/credit card will incur a surcharge of 2.145% American Express and 0.90% Visa/Mastercard. Direct debit bank account payments will incur a \$0.14 surcharge per transaction.

### Cash

Cash is not accepted at the School.

## Non-payment of Fees

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- Families with an overdue balance are sent a reminder email within 48 hours of the due date requiring the immediate payment in full of the account.
- Where payment in full is not received within five days of the due date the child will be stood down from ECEC and the place offered to the next family on the waiting list. In this event, an application to rejoin ECEC will be via a waiting list.
- Once a child is stood down the overdue account will be referred to the School's debt collection agency without further notice.
- Late payment administrative fee of \$20 per month is charged.
- An agency fee which is a % of the balance referred is immediately charged to the family. All legal expenses and costs associated with the collection of the outstanding debt incurred by the School are charged to the family.
- The School is not a credit provider under the National Consumer Credit Protection Act 2009, which applies where a supplier allows a debt to be deferred. Settlement of accounts must be made in accordance with the Schools' terms of payment. As a result, the School is unable to offer payment plans. Parents/carers who require financial assistance for the payment of School accounts should contact their own bank or credit provider. Although the School is unable to provide any financial advice or make any recommendations, the School is able to provide names of credit providers who may be able to assist. Please contact our Accounts Department at 9654 5179 or email [accounts@hillsgrammar.nsw.edu.au](mailto:accounts@hillsgrammar.nsw.edu.au) for more information.
- In the event of sibling enrolment, all fees must be up to date to enrol future students, otherwise the enrolment process is unable to progress.

## Notice of Withdrawal

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- Withdrawal of a student from ECEC prior to 31 October each year requires four weeks written notice to the Enrolments Office. In default of such notice, four weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.
- Withdrawal of a student from ECEC between 1 November and 31 December requires eight weeks written notice to the Enrolments Office. In default of such notice, eight weeks fees are charged to the family account. Any balance due to ECEC for that student must be paid in full on or before the student's final day of attendance.
- If your child is progressing into Kindergarten the following year, withdrawing your child from ECEC will also result in termination of enrolment into Kindergarten.