



SDS GRIFFITH

FEES & PAYMENTS POLICY 2024

PAYMENT POLICY

1. At SDS Griffith we endeavour to provide ample time for our valued clients to settle their term fees by dispatching invoices approximately two weeks before classes commence.
2. Payment is obligatory, requiring half of the total fees to be settled by week one of the term, with the remaining balance expected by week five, unless a mutually agreed-upon payment plan is established during week one (see payment plan policy below). Failure to meet the payments will result in Late fees and administration fees being applied (please see Late Fee policy below).
3. At SDS Griffith payments can be made via Eftpos, direct deposit, cheque and cash. When paying via Direct Deposit the account details are listed on your invoice.
4. SDS Griffith also accepts the Service NSW Active and Creative Vouchers

PAYMENT PLANS

- It is imperative to initiate a partial payment towards term fees by week one if required.
- Payment plans must be meticulously arranged during week one and adhered to as agreed upon to mitigate the risk of incurring late fees after week five.

SETTLEMENT OF OUTSTANDING FEES

To maintain financial integrity and uphold our commitment to excellence, all outstanding fees must be settled by the final week of the term. Failure to comply may result in escalation to debt recovery agencies, with any additional costs incurred passed on to the customer.

LATE FEE POLICY

Late fees will be imposed under the following circumstances:

- A. Failure to settle fees after week five of the term without a pre-established payment plan initiated during week one.
- B. Non-compliance with the agreed-upon payment schedule under a payment plan.

LATE FEES CHARGES

Late fees will be levied at a rate of \$20 per week, accompanied by an additional \$10 per week administration fee, reflecting the time and resources expended on late invoice follow-ups.

AFTERPAY OPTION

We are pleased to offer Afterpay services at the office to facilitate fee payments for our clients' convenience.

COMMITMENT TO EXCELLANCE

As a small business with significant overheads, we prioritise delivering quality classes in a premium facility while ensuring fair compensation for our staff. This includes meeting the many various financial obligations such as insurances, licenses, subscriptions, and superannuation to name a few to continue to operate.

Your cooperation with the payment of term fees and/or payment schedule's is paramount for us to sustain our operations and continue serving our valued students effectively.