



BRISBANE GRAMMAR SCHOOL

FEE INSTALMENT NOMINATION FORM

(new parents only)

Student ID: _____
(refer to enrolment papers)

Student Name: _____

To: Board of Trustees of the Brisbane Grammar School

I/We wish to select the following payment option (select one only):

Single annual payment: annual fees (balance of the school year) raised in January, with payment in full by 15th February, to receive 4% discount.

Four quarterly instalments: raised on first day of each term, with payment due within 14 days.

Ten monthly instalments: raised on first day of each month from February to November, with payment due by 15th of the month.

I will effect these payments through the following payment method (select one only; not applicable for annual payments):

Direct Debit – I authorise the School to take payments from the bank account or credit card nominated in the included Direct Debit Form, raised on the 15th day of the applicable month or quarter.

A Direct Debit Form and Agreement must also be completed and returned to the Finance Office to select this method. This form is available via www.brisbanegrammar.com/enrolments/fees.

'Pay As You Go' – I will make proactive payment by the due date specified in each statement. I understand that a fee of \$200 will be charged to my next statement to cover costs in administering this method.

Please indicate the postal or email address where you would like fee correspondence to be sent, based on details you have previously provided as part of the [Student Details at Entry](#) online form you completed via MyGrammar (<https://my.brisbanegrammar.com/>). Note, if the below is left blank, all accounts will be emailed to both parents by default.

Primary Household Email Address Postal Address

Secondary Household* Email Address Postal Address

**This option is only relevant for families with multiple households.*

As previously advised, the School must be informed in writing via ictadmin@brisbanegrammar.com if there are any future changes to contact details.

Signature of Parent/Guardian: _____

Full name (print): _____

Date: _____

Please email the completed form to accounts@brisbanegrammar.com as soon as possible.