
FEE PAYMENT POLICY – SEMESTER ONE

- Invoices are sent twice a year (per semester).
- Payments are due within 10 business days of receipt of invoice.
- The timetable and days of attendance are set for the semester. Should you wish to vary your child's attendance, full fees still apply.
- If you wish to withdraw your child from classes, BJE requires **two weeks notice prior to the end of the first semester** otherwise you will be charged for the following semester.
- Students will not be allowed to continue their attendance in the paid programs if payment of an invoice is not been made within 10 business days of receipt of the invoice, or alternatively an application for a payment arrangement has been made and its receipt has been acknowledged in writing by the BJE office.
- No student will be enrolled into Semester Two or other BJE paid programs unless all fees have been paid for Semester One or an alternative arrangement is in place with the BJE office.
- Payment and invoice inquiries should be emailed to fees@bje.nsw.edu.au.

Fees can be paid either by:

- 1) **Credit card** – using the link provided on your invoice.
- 2) **Phone** - call 9365 7900

FEE PAYMENT POLICY – SEMESTER TWO

- Invoices are sent twice a year (per semester).
- Payments are due within 10 business days of receipt of invoice.
- The timetable and days of attendance are set for the semester. Should you wish to vary your child's attendance, full fees still apply.
- If you wish to withdraw your child from classes for the following year, BJE requires **two weeks notice prior to the beginning of the first semester** otherwise you will be charged fees for the coming semester.
- Students will not be allowed to continue their attendance in the paid programs if payment of an invoice is not been made within 10 business days of receipt of the invoice, or alternatively an application for a payment arrangement has been made and its receipt has been acknowledged in writing by the BJE office.
- No child will be enrolled into Semester One the following year and/or other BJE paid programs unless all fees have been paid for Semester Two or an alternative arrangement is in place with the BJE office.
- Payment and invoice inquiries should be emailed to fees@bje.nsw.edu.au.

Fees can be paid either by:

- 1) **Credit card** –using the link provided on your invoice.
- 2) **Phone** - call 9365 7900