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Schedule of Fees and Charges 2018

The School Management Board has approved the following fees and charges for the 2018 school year.

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| COLLEGE FEES AND OTHER CHARGES |
| Year Level | First Child Tuition Fee | Second Child Tuition Fee | Third Child Tuition Fee | Fourth Child Tuition Fee | Total Fixed Charge | ICT Levy Fee Per Child |
| Reception | $3200 | $1700 | $1500 | Free | $700 | $200 |
| Year 1 | $3400 | $1850 | $1550 | Free | $700 | $200 |
| Year 2 | $3660 | $2000 | $1660 | Free | $700 | $200 |
| Year 3 | $3660 | $2000 | $1660 | Free | $700 | $200 |
| Year 4 | $3750 | $2000 | $1750 | Free | $700 | $200 |
| Year 5 | $3750 | $2000 | $1750 | Free | $700 | $200 |
| Year 6 | $3750 | $2000 | $1750 | Free | $700 | $200 |
| Year 7 | $3750 | $2000 | $1750 | Free | $700 | $200 |

A priority of the School Management Board is ensuring that fees remain affordable for our families while also funding high quality educational services that our students deserve.

**Early payment discount**

An early payment discount of 5% of the tuition fee is available if the fees are paid in full by 31 March of the year per child.

**Sibling rebate**

For families with more than one child attending Reception to Year 7 at the same time, a sibling rebate is applied to your account as indicated above in the fee schedule table.

**Mid-year intake adjustments**

The school fee structure will be adjusted for any children who begin after the commencement of the school year.

**BILLING OF FEES**

There are two options to families to pay their school fees:

**1.** Fees to be paid in full by the 31st March. This option attracts a 5% early payment discount.

**2.** Fees will be paid over the first two terms. Invoices will be issued to families on the first week one of the term. Payment will be due within 21 days of issue.

**The term payments are as follows:**

Term 1: ICT fee, Resource fee and a half of the tuition fee

Term 2: 1 quarter of the Tuition Fee

Term 3: 1 quarter of the Tuition Fee

**PAYMENT METHODS**

Fees may be paid using the following options

* Credit card payments are subject to a 3% surcharge
* EFTPOS payments are subject to a 3% surcharge
* Direct debit
* Cash or cheque
* money order

**ENROLMENT FEE**

A non-refundable fee of $50 is to be paid to the school when an application of enrolment is lodged for consideration.

**TOTAL FIXED CHARGE**

The Total Fixed Charge covers use of all property and facilities, excursions, clubs, sports equipment, school camp, guest speakers, and expenditure on items that benefit all students. This fee also covers all classroom and curriculum support materials required by the teaching staff and students, including stationery, art, craft, photocopying, curriculum materials, and library equipment.

**ICT (Information Communications & Technology) Levy**

This Levy is used for purchase, upgrade, and ongoing maintenance of ICT systems within the College. This includes the purchase and maintenance of iPads for upper primary students.

**SCHOOL CARD 2018**

This scheme is administered by the Department of Education and Child Development (DECD) and provides financial assistance towards the cost of educational expenses for full-time school students of low income families. School Card numbers are also an important factor in determining government grants to schools. Parents who apply for fee reductions should also apply for a School Card. If we are subsequently advised by DECD that you are not approved for School Card, an adjustment will be made on your accounts to bring them back to full fees.

**DIVORCE OR SEPARATION**

The school advises that if both parents have signed the enrolment form, the legal liability for fees remains in accordance with the enrolment form. Court orders or other such forms of agreement between both parents that alter this liability must be presented to the School Principal for consideration before the legal liability can be altered.

**NON –PAYMENT OF FEES**

Administration of overdue accounts is a time-consuming process for the School’s administrators, especially a school of our small size, redirecting valuable resources from the School to the detriment of its operations.

Where payment has not been made in line with the School’s payment terms, and in the absence of any prior arrangements for payment having been made, a late payment fee of 6% of the outstanding amount will be levied to offset the administration costs.

The School retains the right to suspend a student’s enrolment while any fees and charges are outstanding.

Should you anticipate a problem with the payment of fees, please contact the School Principal before the commencement of term so that the matter may be discussed on a confidential basis.

In persistent cases on non-payment or non-adherence to agreed arrangements, the student’s enrolment may be terminated. All collection costs and legal fees associated with the collection of overdue accounts shall be recoverable on a full indemnity basis.

**Student Voluntary Leave:**There will be no reimbursement of College fees when a student takes voluntary leave e.g. holidays with parents.

**NOTICE REQUIRED IF LEAVING**

One full term’s notice of withdrawal of an enrolment from Reception to Year 7 is required to be given in writing to the Principal. Failing this, the full term’s fees will be charged, subject to the discretion of the Principal. Full payment is required prior to the student’s leaving date.