



### PRIOR TO ENROLMENT

#### REGISTRATION FEE

In order to register your child for enrolment, a Registration Form must be lodged with the required non-refundable Application Fee per student of \$50. Lodging a Registration Form, together with payment of the fee, does not guarantee acceptance into the College.

#### ENROLMENT FEE

Upon receipt of your Registration Form, our Enrolments Officer will contact you to arrange an interview. Parents are required to complete an Enrolment Form and provide all necessary documents. Confirmation of enrolment is dependent upon a successful interview with the Principal or delegate. You will be required to make a non-refundable payment of \$250 (per family). This payment will secure your child's place in the College.

#### FAMILY BOND

A Family Bond of \$600 is payable (per family) at the same time as the Enrolment Fee to secure placement at the College. The Family Bond will be refunded once the youngest child from the family has ceased enrolment and all fees and charges are finalized.

### FEES AND CHARGES ONCE ENROLLED

#### COMPULSORY TUITION & ADDITIONAL FEES

All fees are charged on an Annual basis at the beginning of the calendar year.

**Each family is billed \$255 Building Levy plus the relevant student year fees:**

Year	Tuition Fee	Camp Fee	Year Levy	Swimming
Kindergarten	\$2,635		\$194.00	
Pre-Primary	\$3,613		\$306.00	
Years 1 & 2	\$4,256		\$306.00	\$100.00
Years 3 & 4	\$4,256		\$306.00	\$100.00
Year 5	\$4,256	\$110.00	\$306.00	\$100.00
Year 6	\$4,256	\$260.00	\$306.00	\$100.00
Year 7	\$5,200	\$400.00	\$535.00	
Year 8	\$6,177		\$535.00	
Year 9	\$6,177	\$490.00	\$535.00	
Year 10	\$6,332		\$710.00	
Year 11	\$6,332	\$360.00	\$680.00	
Year 12	\$6,332		\$680.00	

\*\*Sibling discount is applicable on tuition fees at 20% second child, 30% third child and 40% for fourth and subsequent children.

\*\*\*A discount of 2% on tuition fees only, will be granted for tuition accounts paid in full by the 15<sup>th</sup> February 2019.

#### FEE CHANGES

The College reserves the right to alter fees and terms & conditions within this document and any associated documents, at any time.

## ADDITIONAL CHARGES

Additional charges are also invoiced at the commencement of the calendar year. For example, if you are part of the Football Academy, there is an Equipment Levy.

## YEAR LEVY

For Primary students, this represents all stationery supplies. Parents are not required to purchase additional stationery supplies. In Secondary this levy comprises of some stationery, online subscriptions, consumables, etc, that would previously have been additional purchases by parents.

## BUILDING LEVY

All families are required to contribute by way of the College Building Levy as a condition of entry. This fee is \$255 per family and invoiced at the beginning of the calendar year.

## CHROMEBOOK

Please refer to the 2019 Chromebook information Booklet for further details.

## PAYMENT INFORMATION

**All payments** are to be made via the College Direct Debit system. This is a fee free facility and allows parents to make instalments until 30th November. Payments can be deducted from a nominated bank account or credit card. Credit cards will attract a 1% transaction fee. Payments can be made by the following frequency:

OPTION 1	One payment in full by 15th February 2019 with a 2% discount on Tuition Fee
OPTION 2	Four Term Direct Debit payments on the second Friday of each Term: 15 <sup>th</sup> February 2019, 10 <sup>th</sup> May 2019, 2 <sup>nd</sup> August 2019 and 25 <sup>th</sup> October 2019
OPTION 3	Monthly Direct Debit payments (January to 30th November)
OPTION 4	Fortnightly Direct Debit payments (January to 30th November)

Direct Debit forms can be obtained from our website and Reception. If at any stage funds are not available for your direct debit, please contact the College 48 hours prior. If notice is not provided, the College may charge a \$25.00 direct debit return administration fee.

## OVERDUE ACCOUNTS

All fees must be finalized within the calendar year. Payments must be made on the due date. If payment is not received or an arrangement has not been agreed upon, the College may: (a) Charge an Administration Fee of \$50.00 and/or (b) Commence charging interest on the outstanding balance at the rate of interest charged on the College's Bank Account. If the account remains unresolved, the Principal reserves the right to review the enrolment of your child/ren. The College also reserves the right to withhold student reports where fees are outstanding at the end of a Semester. In addition, any outstanding accounts will be placed in the hands of a Debt Collection Agency for the implementation of a debt recovery process. This will affect your credit rating. Any costs associated with collection of the outstanding monies, will be added to your tuition account.

## FAMILIES EXPERIENCING TEMPORARY FINANCIAL HARDSHIP

Many families experience a period of financial difficulty some time during the schooling of their child/ren. The College is mindful of parents in this situation and would welcome the opportunity to work through such a situation. The financial limitations of the College dictate that this assistance is short term and on a once-off basis. Families are encouraged to make contact with the Accounts Receivable Officer as soon as they experience financial difficulties. This enables the College to work with the parents to arrange a payment plan that is mutually agreeable.

## ADDITIONAL INFORMATION

### NOTICE OF WITHDRAWAL

The Principal must be given a full term's notice in writing prior to the withdrawal of a student from the College. In default of such notice, one quarter of the annual tuition fee plus GST, will be charged. Verbal notification is not considered due notice.

### INSURANCE

It is strongly recommended that parents check their health cover and insurance policies to ensure adequate medical, ambulance, personal property and liability insurance cover is held. Parents are expected to reimburse the College for any damage to College property or equipment caused by students. All students attending this College are covered against accidental injury under a 'Student Accident Insurance Plan'. Details of benefits and costs are available from the Accounts Receivable Officer together with claim forms.

### SPLIT BILL ARRANGEMENT

Please note that having a split bill arrangement does not change the Enrolment Form Conditions and Agreement, which is signed at the time of the enrolment.