



### ENROLMENT PROCEDURE

#### REGISTRATION FEE (per Student)

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. This form can be completed, together with payment, via our SCBC website [www.scbc.wa.edu.au](http://www.scbc.wa.edu.au). This is the first step in applying to attend SCBC, however does not guarantee a placement at the College.

#### ENROLMENT PROCESS (per Student)

Upon receipt of your Registration Form, our Enrolments Officer will contact you to proceed to the second step of enrolment. You will be required to complete an Enrolment Form and provide all necessary documents. Once all documentation is received, an interview will be scheduled. Confirmation of enrolment is dependent upon a successful interview with the Principal or delegate and payment of the Enrolment Fee and Family Bond.

#### ENROLMENT FEE (per Family)

A non-refundable enrolment fee of \$250 is required to secure the first child's place at the College. This payment, together with the Family Bond is due one month following the receipt of your Letter of Offer.

#### FAMILY BOND (per Family)

A bond of \$600 per family is payable at the same time as the Enrolment Fee to secure placement at the College. The Family Bond will be refunded when the last child from the family has withdrawn from the College. This is providing you have completed a Withdrawal Form, one term prior to withdrawal, and no fees or charges are outstanding.

#### SIBLING DEPOSIT (per Sibling)

Families with a child already at the College are required to pay a \$100 non-refundable deposit, to secure the new child's place. This will be credited towards the child's fees after they have been at the College for a term.

### FEES AND CHARGES ONCE ENROLLED

#### COMPULSORY TUITION & ADDITIONAL FEES

All fees are charged on an annual basis at the beginning of the calendar year. If the account is paid in full by 28<sup>th</sup> February 2020, an early payment discount of 2% will be applied to the tuition fee only.

Year	Tuition Fee	Camp Fee	Year Levy	Swimming	Electronic Device Levy
Kindergarten	\$1,800		\$194		
Pre-Primary	\$2,900		\$306		
Year 1	\$3,200		\$306	\$100	
Year 2	\$3,500		\$306	\$100	
Years 3-4	\$3,950		\$306	\$100	
Year 5	\$4,250	\$118	\$306	\$100	
Year 6	\$4,250	\$260	\$306	\$100	
Year 7	\$4,500	\$420	\$535		\$250
Year 8	\$4,950		\$535		\$250
Year 9	\$5,500	\$490	\$535		\$250
Year 10	\$5,950		\$710		\$250
Year 11	\$5,950	\$360	\$680		
Year 12	\$5,950		\$680		

### **SIBLING DISCOUNT**

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

### **YEAR LEVY**

For Primary students, the levy covers incursions and excursions and all stationery supplies. Parents are not required to purchase any additional stationery. 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.

## **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 28th February 2019 with a 2% discount on Tuition Fee Only
OPTION 2	Four Term Direct Debit payments on the second Friday of each Term: 14 <sup>th</sup> February 2020, 9 <sup>th</sup> May 2020, 1 <sup>st</sup> August 2020 and 23 <sup>rd</sup> October 2020
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 may 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**

### **ELECTRONIC DEVICE LEVY**

Students in Year 7 to Year 10 2020, will be provided with a chromebook, at a charge of \$250.00 per annum. Further information on this device is located on the college website.

### **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 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.

### **FEE CHANGES**

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