

School Fees Policy

BACKGROUND

It is an aim of Illawarra Christian Education to make Christian Education accessible to as many families as possible, therefore fees are kept to an affordable level.

The school fees represent the total fees payable in the normal delivery of education at the school and are set annually by the Board.

Books and text books and compulsory activities such as sport, excursions and camps will be provided to all students by the school. The school makes extensive use of tablets in the delivery of lessons at the secondary level. Parents are required to enter an agreement in relation to the use of these tablets and will have the opportunity to take possession of the item for a small fee at the conclusion of the agreement.

Parents will be asked to provide those items of a more personal nature such as a recorder or calculator as required.

Parents will be held responsible for the cost of replacing equipment provided by the school, that is lost or damaged by their children beyond normal wear and tear.

FEE PAYMENT

Fees are invoiced at the commencement of each year and are payable in prior to the commencement of classes for the academic year unless a payment plan is established.

A discount, set by the Board, applies to full year's fees paid in advance as per the fee schedule.

It is expected that Parents will pay in full all fees set by the Board. However, there may be occasions due to a variety of circumstances such as unemployment or sickness when parents are unable to pay part of the set fees. In such cases, a part remission of fees may be available. Please refer to the "Remission of Fees" policy for further details.

It is important that parents cooperate by paying all fees on time. A late fee of up to 10% may be charged if fees are not paid within thirty days of the due date. If fees are not paid within forty-five days of the due date, and alternative arrangements have not been made with the Operations Manager, the Board may engage the services of an outside agency to recover the outstanding debt and any associated costs. Failure to pay outstanding fees within an acceptable time-frame as determined by the Board may result in termination of the student(s)' enrolment.

ENROLMENT

An enrolment application fee should accompany each enrolment application.

Prior to enrolment each student is assessed. A fee is payable at the time of assessment.

Each new family entering an Illawarra Christian Education School is required to pay a Bond. This Bond is refundable once the last enrolled child graduates from an Illawarra Christian Education School provided all fee obligations have been met.

A schedule of current charges is included in Appendix B

PART TIME SECONDARY STUDENTS

Part-time Senior Secondary students will pay fees in proportion to the number of units they undertake each year. The base number of units for a full-time student in Years 11 & 12 is 10 units; the part-time fraction is calculated by the number of units studied in that year divided by 10.

For the purpose of this policy, part-time students do not include those who are undertaking external education courses.

DISTANCE EDUCATION FEES

Refer to the “External Education Providers Policy” for details.

EXTRA-CURRICULAR

Activities beyond the normal delivery of education at the school, including non-compulsory activities such as representative sport at a national level, service trips and Duke Edinburgh, are subject to additional charges. Participation in these activities is subject to school fee accounts being up-to-date. Payment will be required prior to the date of the activity.

SPECIAL SERVICES

Tutoring, psychological testing and other special services arranged by the school will attract an additional fee-for-service.

TERMINATION OF ENROLMENT

Parents are required to give at least one term's notice of termination of enrolment. Failure to do so will render them liable for the payment of one term's fees. A request for consideration of mitigating circumstances may also be made to the Operations Manager.

BREAKDOWN OF FEES

K – 12 Fees:

An all-encompassing fee is based on a per Stage fee as per the table attached in Appendix A. Increases to fee levels will be determined by the Board at the time of setting the Budget for the ensuing year.

Sibling Discounts will apply in accordance with the following table. All other discounts such as Bursaries and Scholarships are governed by the Fee Remission Policy

Four sibling discounts rates will apply for concurrently enrolled students:

1 st (eldest) child	Stage Fee for the relevant Grade
2nd child	30% of Stage Fee for the relevant Grade
3rd child	55% of Stage Fee for the relevant Grade
4th and subsequent children	80% of Stage Fee for the relevant Grade

Prep Fees:

Prep fees are based on a daily base rate.

Sibling Discounts do not apply to Prep fees.

Refer to annual Fee Schedule in Appendix A for a full list of the fees

Policy History

Version	Revised By	Approved	Description	Next Review
1	Treasurer	3 June 2010	Amendment made to bring in line with Remission of fees policy	2016
2	Exec Principal	22 August 2016	Change to Fee structure and modification of wording	2019
2.1	Exec Assistant to EP	Pre-approved October 2016	Change of operational name to ICE, Campus to School and reformatting	2019



CALDERWOOD
CHRISTIAN
SCHOOL

2018 SCHOOL FEES SCHEDULE

PRE ENROLMENT – APPLICATION AND ASSESSMENT FEES

An application fee of \$50 applies to each new enrolment application made to the school. An assessment fee of \$100 is charged when a student attends a pre-enrolment assessment. These fees are non-refundable.

ENROLMENT ACCEPTANCE FEE

Upon accepting an enrolment offer a family will be required to pay an enrolment acceptance fee of \$500 per family. This is refundable upon the last child leaving the school subject to finalisation of the school fee account. This amount is forfeited, if, after acceptance the enrolment does not proceed.

ANNUAL TUITION FEES K-12

Tuition fees for Years K to 12 are based on the eldest child attending the school. Families with more than one student attending the school are entitled to discounted tuition rates for their younger children. Sibling discounts do not apply to Prep fees.

Tuition fees will be invoiced to the family account as an annual amount in January of each year. Fees should either be paid in full before the commencement of the school year or a periodic payment plan must be in place. Tuition Fees must be paid in full by the end of term 4 each school year.

ANNUAL TUITION FEE	1ST CHILD	2ND CHILD	3RD CHILD	4TH CHILD	SUBSEQUENT CHILDREN
Stage 6 (Years 11-12)	\$6,630	\$4,642	\$2,984	\$1,326	\$1,326
Stage 5 (Years 9-10)	\$5,968	\$4,177	\$2,685	\$1,194	\$1,194
Stage 4 (Years 7-8)	\$5,772	\$4,040	\$2,598	\$1,154	\$1,154
Stage 3 (Years 5-6)	\$4,836	\$3,385	\$2,177	\$967	\$967
Stage 2 (Years 3-4)	\$4,758	\$3,331	\$2,141	\$952	\$952
Stage 1 (Years K-2)	\$4,680	\$3,276	\$2,106	\$936	\$936

PREP FEES

Prep fees will be invoiced to the family account as an annual amount in January of each year. Fees should either be paid in full before the commencement of the school year or a periodic payment plan must be in place. The school does not charge for public holidays. Make up days or refunds for absences are not available. Prep fees do not qualify for the Child Care Rebate.

PREP PROGRAM	TIME	COST PER DAY
Regular enrolment	8.30am – 4.15pm	\$46
Indigenous students and health care card holders	8.30am – 4.15pm	\$30

INCLUDED in tuition charges are all text books, study guides and workbooks, access to technology, excursions, sport (except off-site elective sports), compulsory school camps and student accident and injury insurance.

EXCLUDED from the tuition fees are uniforms, some stationery requirements for Years 7-12, repair or replacement of damaged, lost or stolen books or technology, fund raising activities, external education programs, non-compulsory excursions, sports, camps and service activities and extra costs in relation to HSC courses. This list is not intended to be exhaustive. Families will be notified of any additional costs and these will be invoiced separately to school fees and must be paid within 14 days.

UNIFORMS

All uniform items except shoes must be purchased from the Alinta Uniform Shop either in person or online. The P & F operates a second hand uniform shop. Opening hours, prices and product range for both shops are posted on the school website.

WITHDRAWAL OF STUDENTS

A full term's written notification to the Principal is required prior to the withdrawal of a student from the school. Where insufficient notification is given a further charge of one quarter of the annual tuition fees will be incurred. Parents are reminded that this also applies to students withdrawing at the end of the year and written notice must be provided by the end of Term 3. A change of enrolment or withdrawal of a student enrolled in Prep requires two weeks notice.

ASSOCIATION MEMBERSHIP

Members of the School Association will be invoiced at the commencement of the school year. Membership must be paid in full by the date of the Annual General Meeting. A single/joint membership (1 vote) is \$46 annually. Unpaid memberships will lapse.

SCHOOL FEE ACCOUNT PAYMENT

2018 school fees for enrolments in K – 12 paid prior to 7th December 2017 are eligible for a 5% discount.

Fees should either be paid in full before the commencement of the school year or a periodic payment plan must be in place. The non-payment of fees by the required date may lead to termination of enrolment.

Tuition fees must be paid in full by the end of term 4 each school year. Unpaid school fee accounts may be referred to the school's solicitor for management. This may incur additional charges.

PAYMENT METHODS

Approved periodic payment plans include:

- **Direct debit** payment plan deducted from a selected bank account which occurs Thursdays weekly, fortnightly or monthly.
- **Payway** payment plan deducted from a credit card account which occurs on a day nominated by you weekly, fortnightly, monthly or by term .
- **CentrePay** payment plan deducted from your fortnightly Centrelink payments
- **Payroll deduction** for school employees deducted from salary/wages

For upfront or term by term payments, payment methods including bank deposit details and BPAY codes are listed on the School Fees statement. Cash, EFTPOS and credit card payments are accepted in the school office.

BUILDING AND BURSARY FUNDS

Gifts to the Building Fund are voluntary and benefit every student, present and future, by helping to provide additional buildings and resources. When making a donation, please inform the Business Centre to ensure a tax deductible receipt is issued. Gifts to the Bursary Fund are not tax deductible and help those families who are experiencing financial hardship, to allow their children to remain at Calderwood Christian School.

FINANCIAL HARDSHIP

Families experiencing temporary financial hardship should meet with the Business Manager as soon as practicable to discuss an alternate payment plan.

OVERSEAS STUDENTS

Students born overseas must provide the school an eligible visa to maintain enrolment. The school is not registered to accept all students visas, therefore enquiries must be made with the Business Centre regarding eligibility prior to enrolment.

GENERAL ENQUIRIES

For general enquiries regarding school fees please contact the Illawarra Christian Education Business Centre on:
P: 4230 3777 E: schoolfees@illawarrace.nsw.edu.au



**ILLAWARRA
CHRISTIAN
SCHOOL**

2018 SCHOOL FEES SCHEDULE

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Stage 6 (Years 11-12)	\$8,751	\$6,125	\$3,938	\$1,750	\$1,750
Stage 5 (Years 9-10)	\$7,873	\$5,512	\$3,543	\$1,575	\$1,575
Stage 4 (Years 7-8)	\$7,626	\$5,338	\$3,432	\$1,525	\$1,525
Stages 1 - 3 (Years K-6)	\$6,282	\$4,397	\$2,827	\$1,257	\$1,257

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