ENCOUNTER LUTHERAN COLLEGE

FEES POLICY

1. TUITION FEES
   1. The Encounter Lutheran College Council determines tuition fees annually
      covering the common costs for the tuition of all students in a given year. The
      base tuition fee includes: the cost of tuition, 24 hour Student insurance cover,
      class excursions, class consumables, visiting performances, swimming lessons R-4,
      Life Ed van, NAPLAN testing, SAPSASA activities and concert performances.

   2. An IT Levy will be charged per student to allow for the upgrade of computers
      and the introduction of extra IT options.

   3. Stationery and all other Levies will be payable at the beginning of Term 1.

   4. Camps are charged at cost to parents for Years 2-9. Attendance at College
      camps is compulsory as they are deemed part of the College curriculum. A 50%
      refund will be given upon receipt of a medical certificate or under special
      circumstances as deemed by the Finance Officer or Principal.

   5. In the event of a child/children taking a leave of absence from the College,
      50% of normal term fees will be charged per child per term accordingly.

   6. All parents and/or guardians are required to complete a Direct Debit
      Payment Plan and return to the College with their deposit on confirmation of
      Enrolment. This will become effective as from commencement of their child's
      education.

   7. Concession rates are determined to meet the specific needs as follows:
      a. Fee Remission
         An indeterminate number of Fee Remissions based on financial needs are
         awarded annually. Parents/legal guardians wishing to have their child/children
         considered for a Fee Remission in any year are required to complete an
         application form.
      b. School Card Students
         Students who are eligible for assistance under the Government School card
         scheme generally apply for a Fee Remission, but the final decision will rest on the
         financial situation of the parents. The same method of assessment as in 6a would
         apply.

   8. Accounts for tuition and other fees are rendered either annually or per term
      and payable through the Direct Debit system. Variations of payment options to
      the Direct Debit Payment Plan must be negotiated with the Finance Officer prior
      to the commencement of schooling.

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9. Parents are expected to give a minimum of one term’s notice in writing should they wish to withdraw their child from the College. In the absence of a term’s notice in writing the penalty on any withdrawal of a student from the College is one term’s tuition fee.

10. For accounts not paid by the due dates the following penalties will be added, unless alternative arrangements have been made in writing. Tuition fees not paid after one month of becoming due incur a $20 administration fee. If after two months of becoming due the fees remain unpaid, a further $20 administration fee will apply and at that time the enrolment will be subject to review.

11. The College Council reserves the right to terminate the schooling of a student whose fees are in arrears. However, such a termination process will normally take place only after negotiations for arrangements to pay have broken down, or where there is no cooperation from parents/legal guardians in respect to the payment of the outstanding debt.

2. APPLICATION FEE
   A $40 per family non-refundable fee must accompany a registration of interest form. This fee does not in any way guarantee that a place will be subsequently offered.

3. ENROLMENT DEPOSIT
   Parents/legal guardians will be requested to remit a deposit of $150 per student confirming their enrolment intent. This deposit will be credited towards your Term tuition fees. However the deposit will not be refundable in the event that the enrolment is cancelled.

4. BUILDING FUND
   A Building Fund donation is sought on behalf of each family each term to assist with the College development. Because of its voluntary nature, it is fully tax deductible.

Reviewed 18th March 2013