ENQUIRER 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 2-10. 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 Business Manager 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 student 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.**