



ENCOUNTER
LUTHERAN COLLEGE ■

FEE POLICY

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1. RATIONALE

Tuition Fees supplement the cost of education, along with Government Grants. Encounter is committed to an affordable fee structure to enable as many families as possible in our community to enrol their children.

2. APPLICATION FEE

A \$50.00 per student non-refundable fee must accompany the application for enrolment form. This fee does not in any way guarantee that a place will be subsequently offered.

3. ENROLMENT DEPOSIT

A deposit of \$250 per student is required to confirm and secure the enrolment. This deposit will be credited towards your tuition fees once the student commences at Encounter. However the deposit will not be refunded in the event that the enrolment is cancelled.

4. TUITION FEES

The Encounter Lutheran College Board annually determines tuition fees, which cover the common costs for the tuition of students. The tuition fee also includes 24 hours student accident insurance, ambulance cover, most class excursions, visiting performances, Life Education, class consumables and resources. Additional fees may be incurred for elective subjects.

5. IT Levy

The Encounter Lutheran College Board has set a Levy per student to support all ICT strategic directions of the College, including initiatives such as a bank of iPads utilized across campus and MacBooks from years 7 to 12, new IT infrastructure, hardware and software.

6. CAMPS

Camps are billed at the commencement of each year with the tuition fees. Attendance is compulsory as camps form an essential part of the curriculum.

Should medical circumstances prevent attendance, a waiver of camp fees will be applied to the fee account upon receipt of a medical certificate.

In the event of a planned trip preventing attendance, notification must be in writing at the end of week 4 term one. Please discuss with the class teacher on when camps will occur.

7. CAPITAL DEVELOPMENT FUND

The Capital Development Fund is a compulsory fee per family which funds the continued growth in our master planning and building program with reinvestment and ongoing improvements of existing buildings. Our current major project is our Senior Centre and Administration building, along with continued grounds developments and play spaces.

8. SIBLING DISCOUNT

Families with more than one child attending the College will receive a sibling discount for each subsequent child. The rate is detailed in the current year's Fee Schedule. The definition of a sibling is where two or more children have one or both parents in common; a brother or sister.

9. ANNUAL DISCOUNT

Accounts paid in full (including camps, levies, and school magazine) on or before the first Friday of Term 1 will receive an annual payment discount on the tuition fee.

10. SCHOOL CARD

School Card language will be phased out by 2020 as it no longer funded by the Government or sooner should the Government cease to provide the assessment service.

Students who are eligible will receive a tuition fee remission to support their school fees.

11. FEE REMISSIONS

Fee Remissions are available to those considering a private Christian education but find themselves in a financial position that may exclude them. The Fee Remission provides a discount on regular tuition fees and applications are considered on a merit based system to ensure the funds are distributed to those that are in most need. Fee Remissions are considered in January of each year and families wishing to be considered are required to complete an application form and meet with the Business Manager.

12. SCHOLARSHIPS

Scholarships are available on an annual basis. Enquiries and applications are made to the Principal. Please contact the College for more information.

13. LEAVE OF ABSENCE

In the event of a child/ren taking a leave of absence from the College for a term or more, 50% of the normal term tuition fees will be refunded per child per term accordingly. A minimum of a full terms notice is required in writing to the Principal.

14. PAYMENT ARRANGEMENTS

All parents and/or guardians are required to complete a Direct Debit Payment Plan, this occurs upon confirmation of Enrolment.

Tuition Account and other fees are rendered annually in January and payable through the Direct Debit Payment Plan.

Variations of payment options to the Direct Debit Payment Plan must be negotiated with the Finance Officer prior to commencement at Encounter.

Payment options include, weekly, fortnightly, monthly and annually.

15. PENALTIES

Accounts not paid by the agreed payment arrangement, are then in default and become due and payable by the end of the month in full.

An administration fee will be added to your account on a monthly basis for the duration that the account remains in default.

A fee will be added to your account on for each occasion your payment dishonours.

In the event that the account defaults continuously, debt collection processes may be engaged for recovery purposes. All associated recovery costs incurred will be added to your account.

The College Board reserves the right to terminate an enrolment when an account remains in continual default, however such a termination process will normally take place only after negotiations have ceased or where there is no cooperation from parents/guardians in respect to the payment of the outstanding account.

Parents will be charged the replacement cost of lost/damaged College property and resources.

16. WITHDRAWING/EXITING STUDENTS

If a student is being withdrawn from the College, one terms written notice to the Principal is required. Failure to provide a full terms notice will result in one terms tuition fee being charged in lieu of notice.

17. STATIONERY & TEXTBOOKS

Stationery and Textbook are available online via Lighthouse Books, www.lighthousebooks.com.au. Detailed Booklists are available in Term 4.

18. UNIFORM

As per the Encounter Lutheran College Uniform Policy.