



**ENCOUNTER**  
LUTHERAN COLLEGE ■

# FEE POLICY EARLY LEARNING – YEAR 12

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## 1. RATIONALE

Encounter Lutheran College and its Board are committed to an affordable fee structure to enable as many families as possible in our community to enrol their children at our College. The Board annually determines Early Learning and tuition fees, which cover the costs of the delivery of the teaching and learning program.

## EARLY LEARNING

### 2. APPLICATION FEE

The Application for Enrolment incurs a non-refundable fee of \$50.00 per student. If paid when entering the College at Early Learning it will not be charged again when moving into Foundation. The Application for Enrolment does not secure a place at the College, however begins the process for you to become part of the Encounter community.

### 3. ENROLMENT DEPOSIT

To secure and confirm your enrolment, a \$300 deposit is required and will be credited to your fee account once the student commences in Foundation to Year 12. The deposit becomes non-refundable in the event the enrolment is cancelled, with or without notice.

### 4. PAYMENT ARRANGEMENTS

All Parents/Guardians are to complete a Direct Debit Payment Plan, this occurs upon confirmation of enrolment.

Fees are billed weekly and are to be paid weekly through the Direct Debit Payment Plan.

### 5. PENALTIES

Accounts not paid by the agreed payment arrangement are then in default and become due and payable in full within 14 days.

A \$10.00 fee will be added to your account on 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.

## 6. CHILD CARE SUBSIDY

Child Care Subsidy (CCS) is a subsidy provided by the Commonwealth Government to assist families with childcare fees with approved services.

Families can apply for Child Care Subsidy through their myGov accounts and it is necessary for the assessment to be completed in either MyGov or the Centrelink Express app.

Full fees will be charged if you do not have an approved assessment, please apply prior to commencing at the Early Learning Centre.

It is a legal requirement while receiving CCS to sign your child in and out each day they are booked at the Centre including days absent, upon your return.

**NB. CCS is not paid past the last physical day in care where no future bookings exist. This also applies to the end of the year prior to your child beginning school the following year. Hence full fees apply if a child is absent prior to and including the last day booked.**

## 7. ALLOWABLE ABSENCES

Allowable absences occur when a service can charge a fee for care and claim Child Care Subsidy when a child is not present. All families are eligible for 42 days of allowable absences per year. All absences are charged to the family's account, to be able to claim the Child Care Subsidy for the absence parents must sign the attendance sheet. The staff are always concerned about your child's welfare please let the Centre know the reason for an absence.

## 8. LATE COLLECTION FEE

Families are expected to collect their children by 3.00pm. Children not collected by this time will be signed into the afterschool program and charged accordingly. A late fee of \$1.00 per minute will be charged after 5.00pm and charged to the family account.

## 9. BOOKINGS

On enrolment, parents are required to nominate the permanent days requested for their child. The days will be confirmed prior to commencement. If you wish to change these days please fill in a 'Notification of Changes' form. We are unable to swap days.

Two weeks' notice in writing is necessary to alter or cancel your permanent booking which may include afterschool care. Fees will be charged as usual within the two week period.

**Please be aware that if the child does not attend during the notice period CCS cannot be claimed and full fees will apply.**

## 10. LATE BOOKING FEE – HOLIDAY CARE

24 hours notice is required to alter or cancel a casual booking.

A late booking fee will be incurred for holiday care bookings made after the due date on the relevant holiday care booking form.

Any changes and cancellations must be made 7 days prior to the first day of Holiday Care. Any changes to bookings made with less than 7 days' notice before the commencement date or during the Holiday Care period will result in the full fee being charged.

## 11. PRIORITY OF ACCESS

The Early Learning Centre operates under the Federal Government Child Care Subsidy and complies with the 'Priority of Access' guidelines.

## 12. UNIFORM

As per the Encounter Lutheran College Uniform Policy.

## 13. PUBLIC AND SCHOOL HOLIDAYS

The Early Learning Centre is closed for public and school holidays and families are not charged. A School Holiday Care program is offered during school holidays except for 4 weeks over the Christmas period. A Holiday Care booking sheet will be available prior to the end of each term.

## FOUNDATION TO YEAR 12

### 14. APPLICATION FEE

The Application for Enrolment incurs a non-refundable fee of \$50.00 per student. If paid when entering the College at Early Learning it will not be charged again when moving into Foundation. The Application for Enrolment does not secure a place at the College, however begins the process for you to become part of the Encounter community.

### 15. ENROLMENT DEPOSIT

To secure and confirm your enrolment, a \$300 deposit is required and will be credited to your fee account once the student commences in Foundation to Year 12. The deposit becomes non-refundable in the event the enrolment is cancelled, with or without notice.

## 16. 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.

## 17. PENALTIES

Accounts not paid by the agreed payment arrangement are then in default and become due and payable in full within 14 days.

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.

## 18. ICT 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.

College provided Macbooks remain the property of the company who lease the devices to the College. Subsequently, if the device is damaged, in the first instance per calendar year, a fee of \$500 will be applied to the family College account. This fee covers the cost of repairs, transport, prompt provision of a loan machine, data transfer where possible, and any other required ICT support.

Subsequent instances of damage per calendar year will be charged to the family College account at the full cost of repair.

## 19. 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.

## 20. 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.

## 21. SIBLING DISCOUNTS

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.

## 22. ANNUAL DISCOUNTS

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

## 23. SCHOOL CARD

School Card language is being phased out as it's 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 college fees.

## 24. 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.

## 25. SCHOLARSHIPS – YEARS 7-12

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

## 26. LEAVE OF ABSENCE

Tuition fees are still due in the event of an extended period of leave or absence from the College, in order to guarantee your ongoing position at the College.

## 27. 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 term's tuition fee being charged in lieu of notice.

## 28. STATIONERY & TEXTBOOKS

Stationery and Textbook are available online via Lighthouse Books, [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au). Detailed Booklists are available in Term 4.

## 29. UNIFORM

As per the Encounter Lutheran College Uniform Policy.